



Introduction to eRA

For NIST Agency Staff

May 14, 2026



Today's Agenda



- About Us
- About the eRA System
- Award Lifecycle & eRA Modules
- eRA System Access
 - IMPACII Users
 - Commons Users
- Demonstration – Accessing and Navigating in eRA
- NIST to eRA Transition
- Upcoming Trainings
- Training Resources
 - NIST eRA Site
- Q&A

About Us



- eRA is an established award management entity with over 30 years of experience in the field, providing end-to-end award management solutions.
- eRA's mission is to provide reliable solutions that promote efficient award management and optimal business decisions for the National Institutes of Health (NIH) and partner agencies, while minimizing administrative activities required of award recipients in line with federal and agency-specific regulations and policies.
- Approved by the *Grants Quality Service Management Office (Grants QSMO)* as a Federal Shared Service Provider in 2022, eRA provides award management solutions for the following federal agencies.





About the eRA System



- eRA's award management system is designed to provide mission-critical support for federal awards issued by NIH and our partner agencies
- Supports the entirety of the award lifecycle from start to finish
- System designed to support a variety of research and non-research award types
- eRA's award management system is comprised of 70+ integrated modules
- Each module supports a specific business need and/or function within the award lifecycle

Visit <https://www.era.nih.gov/> for more information!



About the eRA System (cont.)



eRA has two main subsystems: IMPACII and Commons.

What is IMPACII?

- **IMPAC** = Information for Management, Planning, Analysis, and Coordination
- **II** = Iteration/Version 2
- Internal user platform used by congressional affairs, legal, program, and award staff
- eRA's official system of record

What is Commons?

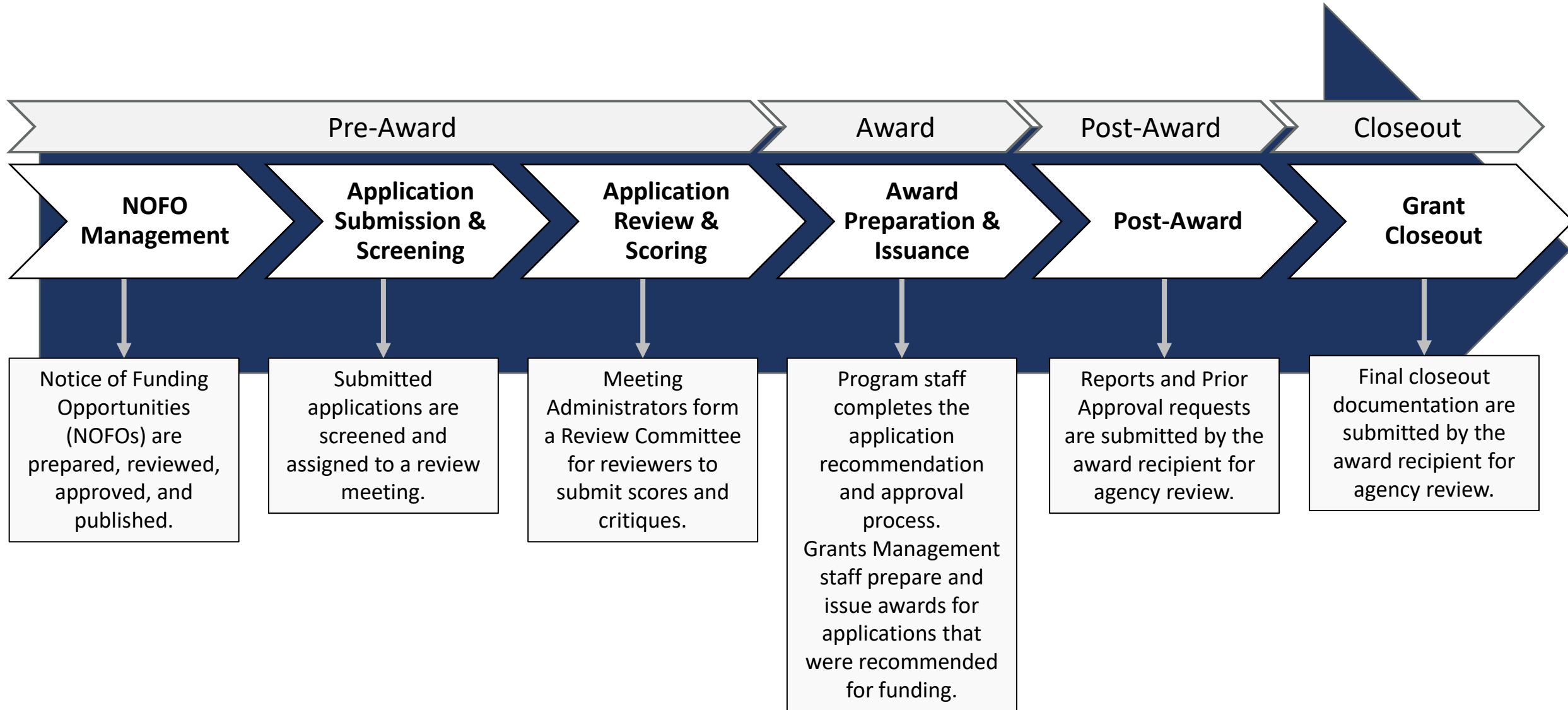
- It is the second of the two main subsystems and data repositories within eRA
- External user community-facing platform used by applicants, recipients, and reviewers

About the eRA System (cont.)



Agency Staff:	Applicants/Recipients:	Reviewers:
• Prepare Notice of Funding Opportunities (NOFOs) • Screen applications for review • Conduct review meetings • Review and prepare selection packages for applications to be awarded • Issue awards • Communicate with applicants/recipients • Review and maintain awards, including various reports and materials • Closeout awards	• Register their organization in eRA Commons • Track submitted applications • Accept awards • Communicate with the awarding agency • Submit various documents and reports • Submit closeout documents	• Access meeting materials • Review applications • Submit scores/critiques

Award Lifecycle & eRA Modules



Award Lifecycle & eRA Modules



NOFO Management

Internal Agency Users

eRA Module(s)	Description
Funding Opportunity Announcement Module (FOAM)	Prepare, review, approve, and publish Notice of Funding Opportunities (NOFOs)

External Applicants & Recipients

eRA Module(s)	Description
Account Management Module (AMM)	Create and manage user accounts (after eRA Commons registration)
Personal Profile (PPF)	Manage Personal Profile
Institution Profile (IPF)	View/manage Institution Profile

Award Lifecycle & eRA Modules



Application Submission & Screening

Internal Agency Users

eRA Module(s)	Description
Committee Management Module (CMM)	• Create meetings for review
Receipt & Referral (eRR)	• Screen applications and release to a review meeting • Enter paper applications via ASSIST
Assignment Change Request (ACR)	• Make application assignment changes • Withdraw, reinstate, or delete applications
Grant Folder (GF)	• Access application details • Initiate Correspondence with the applicant

External Applicants & Recipients

eRA Module(s)	Description
Status	• Track applications that were submitted via Grants.gov • Initiate Correspondence with the awarding agency



Award Lifecycle & eRA Modules



Internal Agency Users

eRA Module(s)	Description
Peer Review (REVIEW)	Establish review meeting
Internet Assisted Review (IAR)	Conduct review meeting with reviewers
Grant Folder (GF)	Access and/or upload additional award information

Reviewers (internal/external)

eRA Module(s)	Description
Internet Assisted Review (IAR)	<i>*for reviewers only*</i> Review assigned applications and submit scores/critiques

Award Lifecycle & eRA Modules



Award Preparation & Issuance

Internal Agency Users

eRA Module(s)	Description
Pay Plan	• Make and approve Selection Packages
Program Management Module (PMM)	• Award management (program staff) • Complete Program Checklist
Grants Management (GM)	• Award management (grants management staff) • Complete GM Checklist
Institution Profile (IPF)	• Confirm organization eligibility
Terms and Conditions Module (TCM)	• Apply terms and conditions
Grant Folder (GF)	• Access and/or upload additional award information

External Applicants & Recipients

eRA Module(s)	Description
Status	• Accept awards • Initiate Correspondence with the awarding agency

Post-Award

Internal Agency Users

eRA Module(s)	Description
Program Management Module (PMM)	Award management (program staff)
Grants Management (GM)	Award management (grants management staff)
Terms and Conditions Module (TCM)	Track/manage terms and conditions (submitted reports, etc.)
Grant Folder (GF)	Access and/or upload additional award information

External Applicants & Recipients

eRA Module(s)	Description
Status	- Track awards. - Initiate Correspondence with the awarding agency - Respond to terms and conditions/submit progress and financial reports - Submit prior approval/revision requests

Award Lifecycle & eRA Modules



Grant Closeout

Internal Agency Users

eRA Module(s)	Description
Grant Closeout Module (GCM)	• Closeout award • Complete Closeout Checklist
Federal Financial Report (FFR)	• Review final financial reports
Grant Folder (GF)	• Access and/or upload additional award information

External Applicants & Recipients

eRA Module(s)	Description
Status	• Submit closeout documents/reports
Federal Financial Report (FFR)	• Submit final financial reports

Award Lifecycle & eRA Modules (cont.)



DOC/NIST staff will also use these additional modules in support of their tasks:

eRA Module	Description
Internal Referral Module (IRM)	Allows the assignment/reassignment of applications within a Program Office following the application referral. • Reassign staff assignments (Program Official) to applications/awards • Assign Program Class Codes (PCCs) to applications/awards
Query, View, and Report (QVR)	Allows agency staff to search, view, and generate reports on detailed application/award information.

NOTE: Future trainings will cover all modules in detail.

eRA System Access – IMPACII Users



To access any eRA module, an eRA account is needed.

eRA is a role-based system, meaning each account includes a role or set of roles that grant users access to various modules and enable them to complete required tasks. Depending on the user's job duties and day-to-day activities, multiple roles may be associated with your account.

IMPACII accounts are created and managed by Account Coordinators, designated individuals assigned by the agency. A list of DOC Account Points of Contact can be found at:

<https://inside.era.nih.gov/sites/default/files/DOC-Account-POCs.pdf>.

All user accounts will be established with the necessary roles prior to Go-Live.

All account creations/modifications will send an email notification to the user.



eRA System Access – Commons Users



Commons accounts are created and managed by administrators within the organization. Once registered, the designated Signing Official (SO) is responsible for creating additional user accounts, including additional SO accounts.

Each Commons account includes a role or set of roles that grant users access to various modules and enable them to complete required tasks.

Commons accounts are categorized into two main group based on their functionalities, “Administrative” and “Scientific” (technical/operational) roles.

Administrative Role Name / Description	Scientific (Technical) Role Name / Description
Signing Official (SO) – has institutional authority to legally bind the institution in award administration matters and monitors grant-related activities within the organization	Program Director/Principal Investigator (PD/PI) – directs a project or program supported by a DOC award
Administrative Official (AO) – can create, view, and modify user accounts (excluding the SO); and has access to view award details	
Account Administrator (AA) – can create, view, and modify user accounts (excluding the SO)	
Financial Status Reporter (FSR) – can access the FFR module to submit final financial reports	

Accessing and Navigating eRA



- Live Demonstration -

eRA Supported Web Browsers: Google Chrome, Microsoft Edge, Mozilla Firefox, Safari (for Apple users)

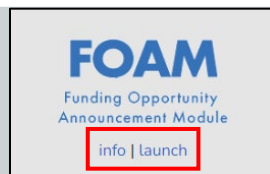
Accessing and Navigating eRA (cont.)



Key Takeaways

eRA supported Web Browsers: Google Chrome, Microsoft Edge, Mozilla Firefox, Safari (Mac)

Connection to the DOC/NIST network (via onsite or VPN) is required to access the eRA intranet page and IMPACII modules.



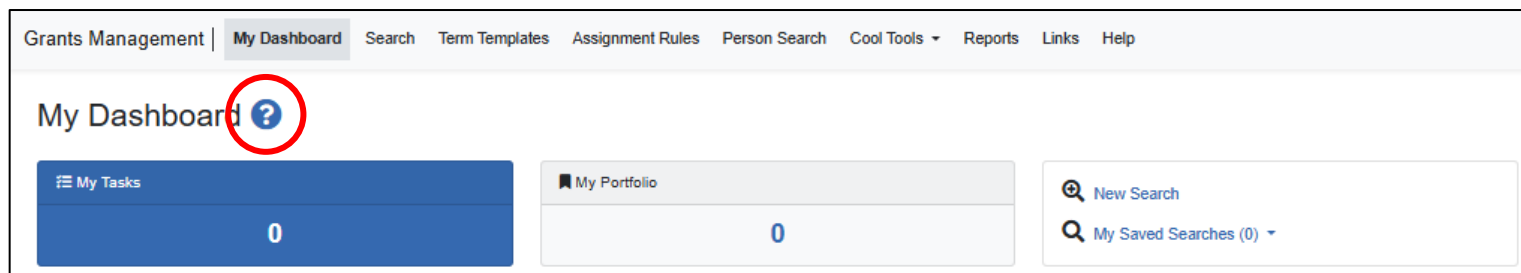
Access resource materials (Fact Sheet, FAQs, Online Help, User Guides, etc.) by clicking **Info**

Access the module by clicking **Launch**

Navigate between modules by clicking the menu icon (upper left corner)



Access the **Online Help** anytime by clicking on the blue question mark icon



NIST to eRA Transition



Training Begins!



May

June

July

August

September

October

NIST Pilot Go-Live

- Pilot user accounts are created.
- Information Technology Laboratory (ITL) NOFO preparation begins.

Pilot NOFO is published.

- Applicants can start submitting applications.

Go-Live Preparation

- Remaining user accounts are created.

NIST (ALL) Go-Live

- Data migration complete.
- All remaining NIST users will have access to eRA to process awards.

Upcoming Trainings



For internal DOC staff, pre-recorded training videos (eRA module specific) will be provided as a pre-requisite to a live training session. Each video will provide a complete demo on how to utilize the functionality as it pertains to NIST business processes.

Following the pre-recorded video, a training request form will be made available for you to submit a request for additional training needs. The agenda for the live training session will primarily be based on your feedback.

In addition to the videos and live training sessions, the following materials will be posted on the [Internal NIST eRA Site](#):

- Recording of live training session
- Q&A Report (captured during live training session)
- Presentation slides (if applicable)
- Business Process Guide / Information Sheet

Upcoming Trainings – Internal DOC Staff



Training Topic (eRA Module)	Training Video Release Date (pre-recorded)	Live Training / Demo
Introduction to eRA	N/A	May 14, 2026 – 2PM ET
Funding Opportunity Announcement Module (FOAM)	May 19, 2026	July 15, 2026 – 2PM ET
Committee Management Module (CMM)	July 7, 2026	N/A
Receipt & Referral (eRR)	July 14, 2026	July 23, 2026 – 2PM ET
Peer Review (REVIEW) & Internet Assisted Review (IAR)	July 28, 2026	August 6, 2026 – 2PM ET
Grant Folder (GF)	July 30, 2026	N/A
Assignment Change Request (ACR)	July 30, 2026	N/A
Pay Plan	September 22, 2026	October 1, 2026 – 2PM ET
Program Management Module (PMM)	October 6, 2026	October 15, 2026 – 2PM ET
Grants Management (GM)	October 13, 2026	October 22, 2026 – 2PM ET
Terms and Conditions Module (TCM)	October 13, 2026	October 22, 2026 – 2PM ET
Grant Closeout (GC)	October 20, 2026	October 29, 2026 – 2PM ET
Institution Profile (IPF)	October 30, 2026	N/A
Checklist	October 30, 2026	N/A
Query, View, Report Module (QVRM)	November 2026 (TBD)	TBD



Upcoming Trainings – Applicant/Recipients



Training Topics	Training Webinar Date
Introduction to eRA & Account Management	June 16, 2026 – 2PM ET
Registration & Account Management (for Admins)	June 23, 2026 – 2PM ET
Application Submission & Tracking	June 30, 2026 – 2PM ET
Internet Assisted Review (for Reviewers)	September 10, 2026 – 2PM ET
Post-Award (Part 1)	September 15, 2026 – 2PM ET
Post-Award (Part 2) & Grant Closeout	September 22, 2026 – 2PM ET

Attendees must register for each training session.

Training Resources



General eRA Resources:

- Online Help 
- User Guide (available on eRA Intranet)

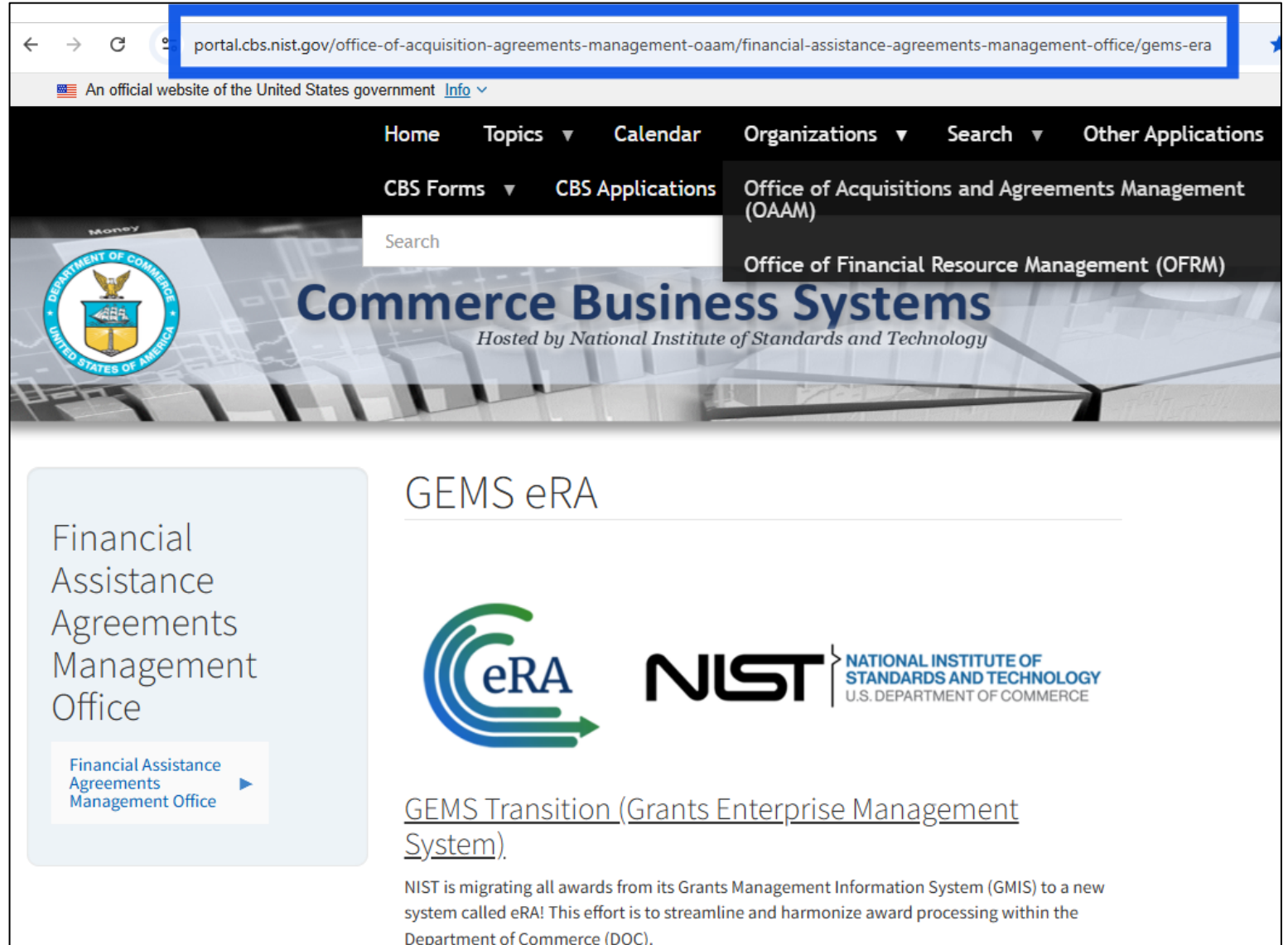
<u>Internal NIST eRA Site</u> (Accessible for all federal staff from NIST, Census, ITA, MBDA, and NTIA)	<u>External NIST eRA Site</u> (Accessible to the public, targeted to applicants/recipients)
• Award Management Advisory Council (AMAC) Meeting Minutes • Sent communication to federal staff and recipients • eRA/NIST Training Schedule • eRA/NIST-Specific Training Materials • Pre-recorded training videos • Business Process Guides & Information Sheets • Webinar Recordings • Q&A Reports (Q&A captured during live training sessions) • Presentation Slides (if applicable) • Additional resources and help contacts	• Sent communications to recipients • eRA/NIST Training Schedule (with registration links) • eRA/NIST- Specific Training Materials • Business Process Guides & Information Sheets • Webinar Recordings • Q&A Reports (Q&A captured during webinar training sessions) • Presentation Slides • Additional resources and help contacts

NIST eRA Site



The internal site is available to all of NIST, Census, ITA, MBDA, and NTIA staff.

This site will be updated in May 2026.

A screenshot of the NIST eRA website. The browser address bar shows the URL: portal.cbs.nist.gov/office-of-acquisition-agreements-management-oaam/financial-assistance-agreements-management-office/gems-era. The page header includes navigation links: Home, Topics, Calendar, Organizations, Search, Other Applications, CBS Forms, and CBS Applications. Below the header is a search bar and a banner for 'Commerce Business Systems' hosted by the National Institute of Standards and Technology. The main content area features a light blue box on the left with the text 'Financial Assistance Agreements Management Office' and a link 'Financial Assistance Agreements Management Office'. To the right, the text 'GEMS eRA' is displayed above the eRA and NIST logos. Below the logos, the text 'GEMS Transition (Grants Enterprise Management System)' is shown, followed by a paragraph explaining the migration from the Grants Management Information System (GMIS) to the new eRA system to streamline award processing within the Department of Commerce (DOC).