## The External Face of ePASS

NIH requires applicant institutions and grantees to request Prior Approval for some specific actions as required by NIH policy. Such approvals must be obtained before undertaking the proposed activity or spending NIH funds. NHLBIs' Electronic Prior Approval Submission System (ePASS) was developed to accommodate the external submission and in-house processing of these requests.
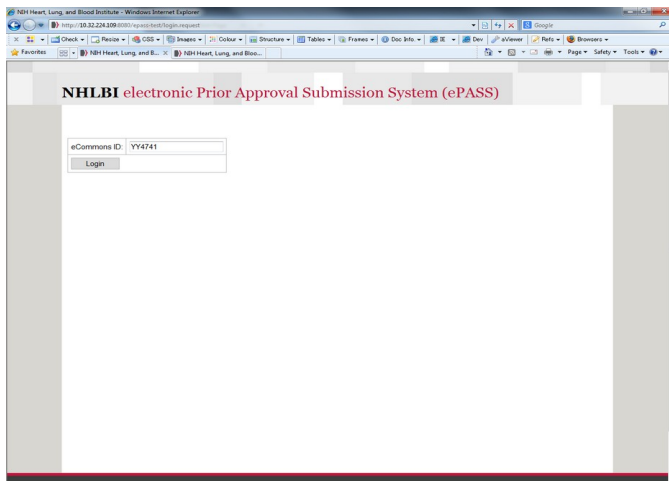
This is the login site (see Figure 1 – ePASS Login Screen left) for NHLBI's ePASS on the externally facing landing page. The grantee business official (AOR) will login using their Commons ID that will prompt a search function for various queries. The AOR can select what action they would like to take such as requesting the following Prior Approvals: 1) No Cost Extension, 2) Carryover 3) Change of PI/Key Personnel, 4) Change in Effort of Key Personnel, 5) NRSA Waiver and 6) Change of Scope. The AOR will only be able to take action on grants within their authority as defined by their Commons profile.
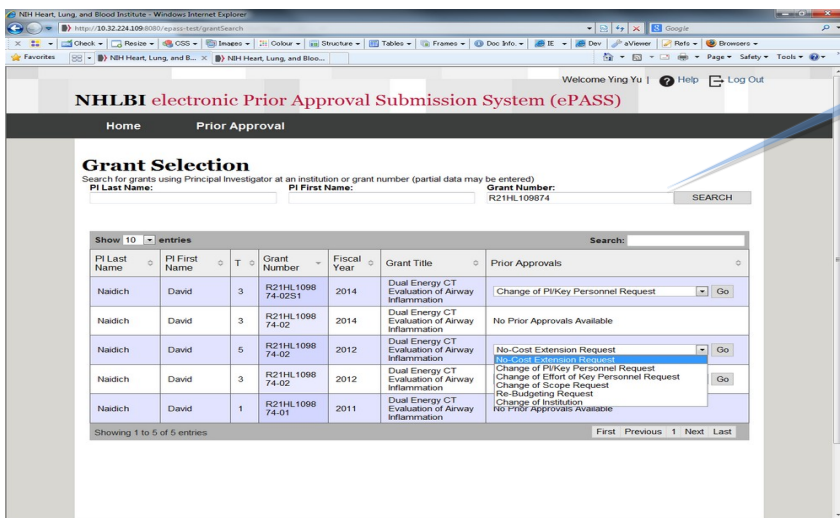
Figure 1 - Begin Your Search

Figure 2 - ePASS Login Screen
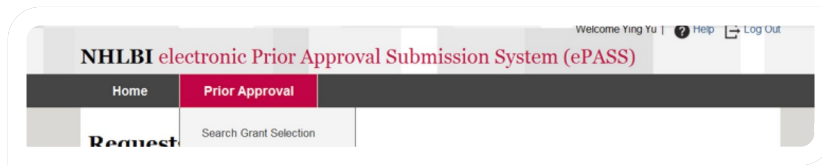
The following set of screens walk you through the submission of a **No Cost Extension (NCE) request** after the Grantee/AOR searches for and selects a grant.

Definition of a No Cost Extension: An extension of a project period without additional funds.

The Grantee can search for their grant by entering the PI Last Name, PI First Name or Grant Number. If there are existing grants in the system that match the search criteria, ePASS displays the results of the search and the type of actions that can be executed for each grant. **Figure 3 Initiating a No Cost Extension Request**

After selecting No Cost Extension from the Prior Approvals dropdown and clicking on 'Go,' the Grantee/ AOR is taken to the form shown in Figures 4 and 5 below.

Policy Link

Grant Identifier

The top area of the form self-populates basic grant information along with a link to the relevant NIH policy. The form (see Figure 4 - top half of the NCE form, left) requires that the AOR select the length of the extension being requested and the system will recalculate and display the new budget/project end date. The AOR is then asked to enter the amount of unobligated funds remaining, attach an interim progress report, and ensure that IRB/IACUC assurances are valid (see Figure 5 - bottom half of the NCE form below). The system will perform a check to ensure that all information is complete at "submit request".

Figure 4 - No Cost Extension Request Form

Grantee/AOR Input

Figure 5 - No Cost Extension Form

In-house ePASS Processing of a No Cost Extension

When all requirements are met, the request generates a workflow task for NIH staff associated with that grant. The Program Official (PO) and Grants Management Specialist (GMS) will see the task appear as "pending" in their home page dashboard or as an e-mail. There will be NIH login verification in order to proceed with the completion of the task.

Figure 6 - Pending Tasks for the GMS

Pending Tasks list (see Figure 6, right) the request title, status of the request, when the request was last updated, where the request is in the workflow and the actions that can be taken. The screens that follow show the path a request for a No Cost Extension takes when under review by the GMS. Similar screens have been designed for the PO to complete the workflow process.
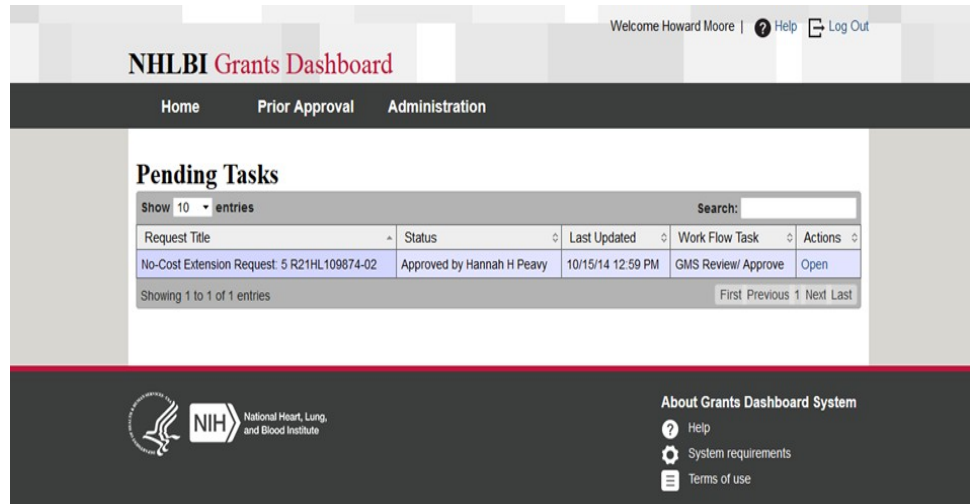
After opening the item in Pending Tasks, the GMS can view and analyze the information provided by the grantee and make a determination to Save, Hold, Deny or Approve. The PO
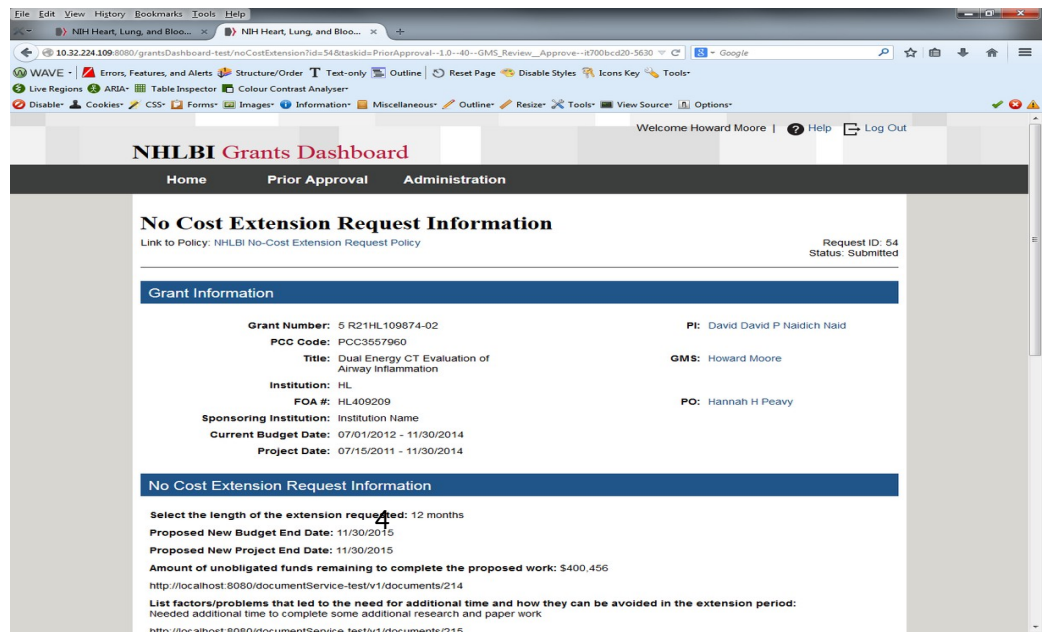
can review the information entered by the Grantee (see Figure 7a, below) request concurrently and both will be able to view a history of the actions taken in processing the request, the date of the action, where the action is in the workflow, who performed the action, the status of the request and any previously entered comments (see Figure 7b, below).

NCE Information

Figure 7a - No Cost Extension Information Entered by the Grantee

Current Status, Assignment, and Action History

Current Status: Approved   **Assigned To:** Grants Management Specialist

Action Date	Task Name	Action Performed By	Action Description	Comments/Justification
10/15/2014 12:59 PM	PO Review/ Approve	Hannah H Peavy	Approved	

GMS Review/ Approve

Consider the following guidelines to review the request: Click Here for guidance.

☑ **Considering the above, the request is appropriate.**

Action Comments

The request is appropriate. So Approving

Is updated NOA required?
Yes

[Cancel] [Save] [Hold] [Deny] [Approve]

Action History

GMS /PO Decision

About Grants Dashboard System
- Help
- System requirements
- Terms of use

NIH National Heart, Lung, and Blood Institute

Figure 7b - No Cost Extension Review Page (GMS View w/ history)

After the PO and GMS reach a final

File Edit View History Bookmarks Tools Help

NIH Heart, Lung, and Bloo...   ×   NIH Heart, Lung, and Bloo...   ×   +

10.32.224.109:8080/epass-test/landingPage?submit=success&budgetReportDocumentUrl=<a+href%3D'http%3A%2F%2F10.32.224.109%3A8(

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WAVE · Errors, Features, and Alerts Structure/Order T Text-only Outline Reset Page Disable Styles Icons Key Tools·
Live Regions ARIA· Table Inspector Colour Contrast Analyser·
Disable· Cookies· CSS· Forms· Images· Information· Miscellaneous· Outline· Resize· Tools· View Source· Options·

Welcome Ying Yu |

NHLBI electronic Prior Approval Submission System (ePASS)

Home   Prior Approval

Requests
Your request has been successfully submitted.

Show 10 ▾ entries   Search:

Request Id	Request Title	Request Date	Request Status	Fiscal Year	PI
54	No-Cost Extension Request: 5 R21HL109874-02	10/15/14 1:17 PM	Approved	2012	David Dav Naid

Showing 1 to 1 of 1 entries   First Previous 1

decision, a standardized response is returned to the AOR and the ePASS record is updated (See Figure 8 below.)

NCE Status
Approved

Figure 8 – No Cost Extension Status Marked Approved

The request with supporting documentation will be (automatically) uploaded to the official grant file.

The workflow processes for the other types of requests are very similar with flexibility for additional roles if Team Leader or Branch Chief approvals are necessary.