



NATIONAL CANCER INSTITUTE
eGrants

The NCI Grants Management File System



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Overview

eGrants is NCI's grants management file system that was developed in 1996 as a replacement for a microfiche system and served as a backup for the grant paper files. Since then, eGrants has been updated and enhanced with more navigation and filtering capabilities allowing easy access to and identification of grant file documentation.

Access


OGA staff access is setup as part of the internal onboarding process.

Non-OGA Staff must submit requests to their respective [IC Coordinators](#) who must provide a bona-fide business need for eGrants access. The IC Coordinators use the [NEAR System](#) to request access after verifying the business need.

eGrants is a role-based system, which means both access and functionality are based on your assigned system role (read-only, update, etc.). **Note:** The screens in this guide show buttons and other options not available to all staff.

System link: <https://egrants.nci.nih.gov>

Main Page

**NATIONAL CANCER INSTITUTE**
eGrants

Quick Links ▾ Dashboard Institutional Files Resources ▾ Help ▾

[myOGA](#)
[eRA GM](#)
[PMS](#)

Keyword Search:

OR

FY Mechanism IC Serial Number Year

Filters:

The main page is accessible by clicking on the top eGrants logo throughout the system. Staff will see different headers & functions based on system access roles.

Institutional Files Section

This section is used to store documents that are related to an institution that are not grant specific and are uploaded by OGA staff. The Institution Name box or the 1-Z links can be used to find an institution. Then click on an institution listed to view the related files.



Institution Master List

Index: [1](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)





Institution Name:

VALITOR, INC.
VANDERBILT UNIVERSITY MEDICAL CENTER
VANQUISH BIO LLC 

Notes:

- An institution only appears if there is a document available for it. OGA staff can add a new institution, by using the Institution Name search box to find it and then do the steps below to add a new document.
- If there is a  next to a grant number in the grant file section, there is an organizational file available. Clicking this icon/flag will open the related institutional file.
- If there is an  next to the institution, there is a document that requires follow-up by OGA.

OGA staff can add document(s) for an institution by clicking on the institution name and then on the Create New Document link.

Institution: VANQUISH BIO LLC						Create New Document
Document Name	Created Date	Flag Start	Flag End	Update	Delete	
Follow-Up: Additional Financial Review	05/09/2022	05/09/2022	05/09/2025			
New Organization	02/14/2022					

- Category and a short sub-category/description is required.
- If uploading a Follow-Up document, the date span fields must reflect the timeframe this action is needed (default is 3 years).
- Use the Drag & Drop or Locate File and Upload to select a file and then click Create New to return to the institution's file or, if no uploads were needed, use the Return button to return to it.

- File Types Allowed: pdf, xls, xlsx, xlsx, txt, doc or docx.

Institute: VANQUISH BIO LLC

Category:

Show Flag: From To

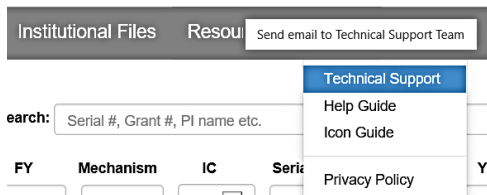
Drag-drop only one file here to upload

By clicking Create New, I confirm that no sensitive PII or PHI is included in this file.

Reminder: Sensitive Personally Identifiable Information (PII; e.g. Social Security Number, personal financial information, Alien Registration Number, etc.) or Protected Health Information (e.g. personal medical conditions, etc.) requires strict handling due to the increased risk to an individual if the data is compromised. Documents containing sensitive PII or PHI must not be uploaded into eGrants. More information can be found in the Manual Chapter 1745 - NIH Information Technology (IT) Privacy Program.

OGA staff can update the category, sub-category and date span by clicking the Update gear icon or remove a document by clicking the X next to it.

Help



- Use the Technical Support option to send an email to the eGrants support team.
- The Icon Guide is a definition list for the icons/flags throughout the system. There are also hover over help text throughout the system for the icons/flags and buttons.

Grant File Search and Results

The Keyword search and the 2nd line of Filters allow staff to search for grants. They cannot be combined.

Keyword Search

Search for PI Name, full grant number or serial number, institution or Program Director (PD) 4-digit code:

- These should be entered as they appear in eGrants and can be combined as needed.

Search for grants submitted for a specific funding announcement:

- The RFA/PA number must be entered in a format like the following examples: PA16-305 or PA16305 or 16-305.

➊ Enter 'CA' first and then other search term(s) (institution, etc.) and the results will list CA grants 1st.

Filters

You only need to enter criteria in the fields you want to use.

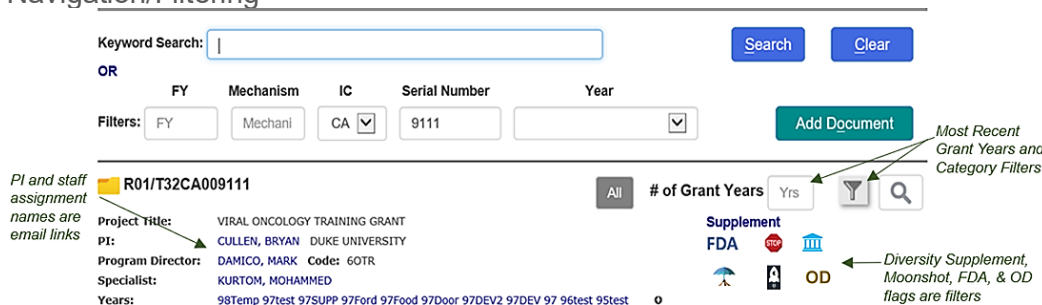
- CA is the default for the IC field, but can be changed to another IC as needed. Having CA as a default limits the search results to only NCI grants.
- To apply the search filters, hit 'Enter' on the keyboard or click the Search button.
- ➊ To quickly find a specific grant, enter the serial number. You can then click on Search or double-click the 'Year' field to populate the related years for that grant and select one to open a specific grant year file.

Search Results

When the search results appear, each grant has different data elements and flags.

- Multiple mechanisms may appear next to the CA serial number if present in the grant history. The most recent mechanism is next to the 'CA'.
- Project Title, PI, Institution and assigned PD and Specialist data are based on the most recent 'parent' grant year (e.g., 1 or A1, not supplement or revision records).
 - PI, PD and specialist names are email links.

Navigation/Filtering



- Most recent 12 grant years are shown and are direct links to that year's grant file. Click the to expand to show all years and then the to collapse back to the default, as needed.
- button opens the grant file with all years shown.
- # of Grant Years box can be used to limit the number of grant years shown (e.g., 1, 5, etc.). For example, entering 5 and then clicking on the search/magnifying glass will open the grant file with the 5 most recent parent grant years as well as any 'children'/supplement records.
- Enter a low number of grant years in this box to load large grants faster.
- Category Filter (shown below) can be used to limit the document category/files displayed by selecting specific ones. The categories listed are limited to those applicable for the grant and when the # of Grant Years is used only the related categories will appear.

of Grant Years

Category Filter function

Limit the grant file list to a specific number of years and file categories

For example: 5 years of Application Files and NOA/NGAs, etc.

<input type="checkbox"/> Select All	<input type="checkbox"/> Closeout	<input type="checkbox"/> JIT Info
<input type="checkbox"/> Activation Notice	<input type="checkbox"/> CO6 Monitoring	<input type="checkbox"/> Letter From NIH
<input type="checkbox"/> Appendix Material	<input type="checkbox"/> COI	<input type="checkbox"/> Letter To NIH
<input checked="" type="checkbox"/> Application File	<input type="checkbox"/> Concurrence Memo	<input checked="" type="checkbox"/> NGA
<input type="checkbox"/> Application Misc	<input type="checkbox"/> Concurrence/Deviation	<input type="checkbox"/> NGA Rerun
<input type="checkbox"/> Application Update	<input type="checkbox"/> Control	<input type="checkbox"/> NGA Work-Up
<input type="checkbox"/> Assurance Animal	<input type="checkbox"/> Correspondence	<input type="checkbox"/> No Cost Extension
<input type="checkbox"/> Assurances-Human/Animal	<input type="checkbox"/> Deficiency Response	<input checked="" type="checkbox"/> NOA
<input type="checkbox"/> Award Bundle	<input type="checkbox"/> F and A Rate	<input type="checkbox"/> Other Support
<input type="checkbox"/> Award File	<input type="checkbox"/> Face	<input type="checkbox"/> Progress
<input type="checkbox"/> Award Letter From NIH	<input type="checkbox"/> Financial Report	<input type="checkbox"/> Revised Specific Aims
<input type="checkbox"/> Award Letter To NIH		

- If applicable, the Supplement link can be used to open the supplement request files window.
- Diversity Supplement, FDA, Moonshot and OD flags will open the related grant years when clicked.
- or flags open the Institutional File for the related institution.
- **MPI** flag appears when the grant has Multiple-PI grant year(s). When a single grant year is selected a hover over and clickable pop-up window options will appear that list the related PIs.

Grant File

Toggle to search for other grants

Category and Grant Years filters

Full grant numbers with related flags

☐ Select All

<input checked="" type="checkbox"/> 3T32CA009111-98Temp	<input checked="" type="checkbox"/> 5T32CA009111-97Food FDA	<input checked="" type="checkbox"/> 2T32CA009111-97
<input checked="" type="checkbox"/> 5T32CA009111-97test	<input checked="" type="checkbox"/> 5T32CA009111-97Door	<input checked="" type="checkbox"/> 5T32CA009111-96test
<input checked="" type="checkbox"/> 5T32CA009111-97SUPP	<input checked="" type="checkbox"/> 5T32CA009111-97DEV2	<input checked="" type="checkbox"/> 5T32CA009111-95test
<input checked="" type="checkbox"/> 5T32CA009111-97Ford FDA	<input checked="" type="checkbox"/> 5T32CA009111-97DEV	<input checked="" type="checkbox"/> 5T32CA009111-55

Selected Category: All

R01/T32CA009111

Project Title: VIRAL ONCOLOGY TRAINING GRANT

PI: MICAH LUFTIG DUKE UNIVERSITY

Program Director: DAMICO, MARK W Code: 60TR

Specialist: KURTOM, MOHAMMED

Supplement **FDA** **OD**



3T32CA009111-98Temp

Document Name	Date	Pages	Upload	Update	Report Error
JIT Info: IRB	04/26/2019				
Inventions					
Activation Notice	06/12/2018				
Correspondence: AOR Project Questions	06/12/2018				

Created On 06/12/2018 by Vytlacil, Lisa; Updated On Apr 26 2019 5:05PM by Vytlacil, Lisa

Delete

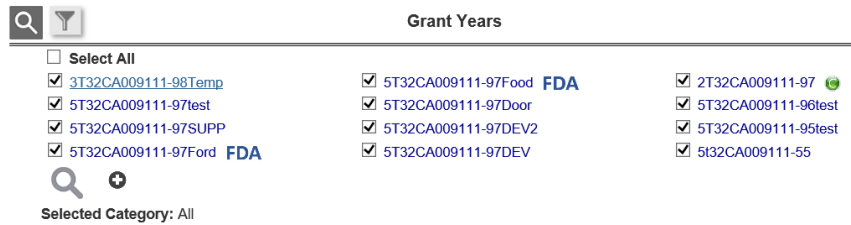
Return to the top of the page

Note: Anywhere on this page, you can click the  to expand a section and then the  to collapse it back to the default, as needed.


Top Toggle Section

The 'toggle section' at the top of the grant file can be used to search for specific grant years, document categories or to search for other grants.

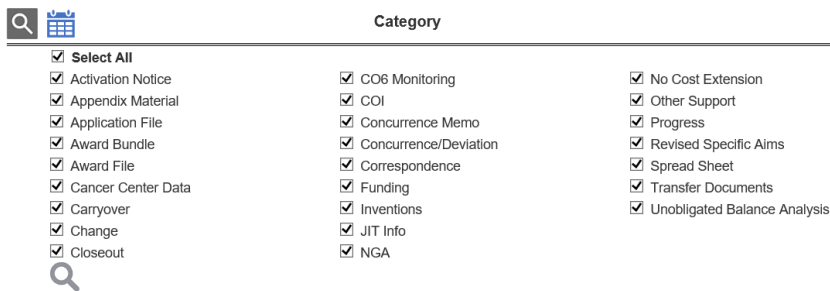
View and/or Filter Grant Years




The 'Grant Years' section features a search icon and a filter icon. Below these is a 'Select All' checkbox and a list of grant years with checkboxes. The list is organized into three columns. The first column contains: 3T32CA009111-98Temp, 5T32CA009111-97test, 5T32CA009111-97SUPP, and 5T32CA009111-97Ford FDA. The second column contains: 5T32CA009111-97Food FDA, 5T32CA009111-97Door, 5T32CA009111-97DEV2, and 5T32CA009111-97DEV. The third column contains: 2T32CA009111-97, 5T32CA009111-96test, 5T32CA009111-95test, and 5T32CA009111-55. A magnifying glass icon and a plus icon are located below the list. At the bottom, it says 'Selected Category: All'.

- Full grant numbers and their related flags are shown in this section.
- Use it to view all grant years or specific ones by selecting the related checkbox(es) and then clicking on the search/magnifying glass below it. Or click on a grant number link and that specific grant year file will open.
- This section can be combined with the Category filter section described below to view specific document categories for specific grant years.
- To view the category filter, click on the  icon.

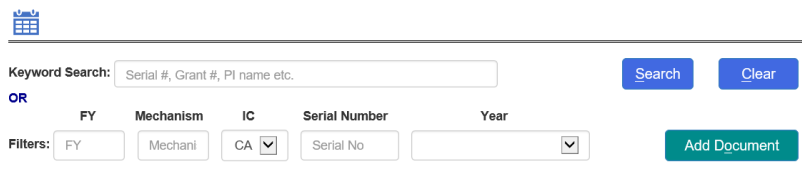
View and/or Filter Categories





The 'Category' section features a search icon and a filter icon. Below these is a 'Select All' checkbox and a list of categories with checkboxes. The list is organized into three columns. The first column contains: Activation Notice, Appendix Material, Application File, Award Bundle, Award File, Cancer Center Data, Carryover, Change, and Closeout. The second column contains: COB Monitoring, COI, Concurrence Memo, Concurrence/Deviation, Correspondence, Funding, Inventions, JIT Info, and NGA. The third column contains: No Cost Extension, Other Support, Progress, Revised Specific Aims, Spread Sheet, Transfer Documents, and Unobligated Balance Analysis. A magnifying glass icon is located below the list.

- Document categories available for the previously selected grant years are listed in this section.
- Use it to view all categories or specific ones by selecting the related checkbox(es) and then clicking on the search/magnifying glass below it.
- This section can be combined with the Grant Year filter section described above to view specific document categories for specific grant years.
- To return to the Grant Years filter, click on the  icon.

Search Filters



The 'Search Filters' section features a search icon. Below it is a 'Keyword Search' field with the placeholder text 'Serial #, Grant #, PI name etc.' and 'Search' and 'Clear' buttons. Below this is an 'OR' label and a row of filters: 'FY', 'Mechanism', 'IC', 'Serial Number', and 'Year'. Below these are input fields for each filter: 'FY' (text), 'Mechanism' (text), 'IC' (dropdown), 'Serial Number' (text), and 'Year' (dropdown). An 'Add Document' button is located to the right of the input fields.

- To view the Search Filters, click on the  icon.
- This search section operates the same throughout the system. See [Search and Results](#) for more details.
- To return to the Grant Years filter, click on the  icon.

Grant File Section

R01/T32CA009111

Project Title:

VIRAL ONCOLOGY TRAINING GRANT

PI:

MICAH LUFTIG DUKE UNIVERSITY

Program Director:

DAMICO, MARK W

Specialist:

KURTOM, MOHAMMED

Supplement

FDA

STOP

OD

3T32CA009111-98Temp

Add Document

Document Name	Date	Pages	Upload	Update	Report Error
JIT Info: IRB	04/26/2019				
Inventions					
Activation Notice	06/12/2018				
Correspondence: AOR Project Questions	06/12/2018				

Created On 06/12/2018 by Vytlačil, Lisa; Updated On Apr 26 2019 5:05PM by Vytlačil, Lisa
Delete

Return to the top of the page
Top

The main grant header directly above the grant year/file shows the same data, links and flags described in [Search Results](#).

If a single grant year is selected, the Project Title, PI and Institution will be specific for that grant year (e.g., supplement project data will appear for S1, etc. records). The assigned PD and specialist will continue to be based on the most recent grant year (not including supplements or revisions) with related email links.

Note: Only OGA staff have the file expanded view and update functions shown.

- Click on a document to open it.
- The default sort order is by most recent date. This can be temporarily changed by clicking on the Document Name or Date sort order arrows.
- Click on the /Report Error to report an issue opening a specific file.
- Click the top to expand all the document sections for a grant year or specific ones to see the information for it. File upload and update details are displayed. The Delete, Restore Original, Store and Store Selected functions are also available in this section, if applicable.

Add New Document

To add a new Document, click on the Add Document button.

Add New Document

Confirm Institute and enter grant serial number before clicking Search.

Institute:

CA

Serial Number:

9111

Search

Confirm/Select Grant Year, select applicable Category and Date before clicking Add.

Grant:

3T32CA009111-98Temp

Category:

Select a category

Date:

04/26/2019

eGrants Category Glossary

Drag & Drop

Locate File and Upload

Upload via Email

Add

Return to eGrants File

Check Document


Done! New document has been created

If needed, use the top section to search for a new Serial Number that will change the grant years available below it.

- Confirm/Select the appropriate Grant.
- Category is required, and some have required sub-categories.

- Date defaults to the current date, but can be changed by typing in the field or using the date picker calendar.
- Use the Drag & Drop or Locate File and Upload to select a file and click Add. The Upload via Email is also available, but takes longer for the file to appear.
 - File Types Allowed: pdf, xls, xlsx, xlsx, txt, doc, docx or msg
- After adding the file, you can check the document and/or return to the grant file.

Replace Document

To replace a document, click on the  arrow.



Replace Document

Grant: 3T32CA009111-98Temp
 Category: Transfer Documents
 Date: 06/15/2018

Drag & Drop Locate File and Upload Upload via Email




Upload Document

Return to eGrants File Check Document Done! New document has been created

- When the Replace Document page opens, use the Drag & Drop or Locate File and Upload to select a file and click Add. The Upload via Email is also available, but takes longer for the file to appear.
 - File Types Allowed: pdf, xls, xlsx, xlsx, txt, doc or docx.
- After adding the file, you can check the document and/or return to the grant file.

Note: There is a known browser refresh issue that sometimes occurs after replacing a file where the old version of the file is shown after clicking the Check Document button or opening the file in the grant file section. This is not an eGrants issue, it happens because the browser stored a version in the cache section and needs time to refresh the file. OGA staff: see this [mini-guide](#) on myOGA for workarounds.

Update Document

To update the file category or date for a document or move it to a different grant year, click the  icon.



Update Document

Confirm Institute and enter grant serial number before clicking Search.

Institute: CA Serial Number: 9111 Search

Confirm/Select Grant Year, select applicable Category and Date before clicking Update.

Grant: 3T32CA009111-98Temp
 Category: Transfer Documents Updated File (35 char max) Optional
 Date: 04/01/2019 eGrants Category Glossary

Update
 Return to eGrants File

As applicable:

- Use the top section to search for a new Serial Number that will change the grant years available below it.

- Confirm/Select the appropriate Grant.
- Update the category and enter/select the related sub-category.
- Update the date by typing in the field or using the date picker calendar.
- Click Update to apply the changes and return to the grant file or if no changes were needed, use the Return to eGrants File button to return to the previous grant page without applying changes.