

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>

Note: Automated document updates/uploads from IMPAC II occur daytime at 5:30am, 12pm and 5:30pm. During these times the system may be slower or have other oddities depending on the amount of updates/uploads happening each time.

Main Page

myOGA

eRA GM

PMS

Keyword Search: Serial #, Grant #, PI name etc. Search Clear

OR

FY Mechanism IC Serial Number Year

Filters: FY Mechani CA Serial No

Add Document

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

Institutional Files Resources Help

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: Search

DECATUR MEMORIAL HOSPITAL

DEVACELL, INC.

DIAGNOSTIC VISIONS

DNATRIX, INC.

DOT CONSULTING

DUKE UNIVERSITY SV

DXRAY, INC.

DYMAX CORPORATION

This section is used to store documents that are related to an institution (not grant specific) such as site visit and new organization files. The Institution Name box or the 1-Z links can be used to find an institution. Click on the institution name to view the files for that institution.

Notes:

- If there is an **SV** next to the institution, there is a recent (within a year) site visit document available.
- An institution only appears if there is a document available for it. To add a new institution, use the Institution Name search box to find it and then do the steps below to add a new document for it.

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

- Category is required, and some have required sub-categories.
- If uploading a site visit document, the date span fields must be completed.
- 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, docx or msg

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: Search

DUKE UNIVERSITY

Create New Document

Category Name	Document Date
New Organization	04/01/2016 X
Site Visit	02/12/2019 X

Institute: DUKE UNIVERSITY

Category: Site Visit

Show Flag: From 5/8/2019 To 5/8/2020

Drag & Drop Locate File and Upload

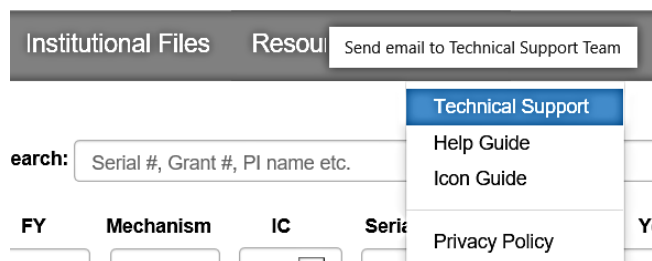
Drag-drop only one file here to upload

Create New

Return

OGA staff can 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 is also hover over help text throughout the system for the icons/flags and buttons.

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, PD 4-digit code or part of the project title:

- These should be entered as they appear in eGrants and can be combined (single space or /) 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.

🔍 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 this as a default narrows down the search results to only NCI grants.
- To apply the search filters, hit 'Enter' on the keyboard or click the Search button.
- 🔍 To quickly find a specific grant, enter the serial number. You can then click Search or double-click the 'Year' field to populate the related years for that grant and select a specific grant year file to open it.

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'.
- PI, Program Director and Specialist names are links that open an email.
- Assigned Program Director and Specialists are from the most recent 'parent' grant year (e.g. 1 or A1, not supplement records).

Navigation/Filtering

Keyword Search: [Search](#) [Clear](#)

OR

FY Mechanism IC Serial Number Year

Filters:

[Add Document](#)

PI and staff assignment names are email links

R01/T32CA009111

Project Title: VIRAL ONCOLOGY TRAINING GRANT

PI: CULLEN, BRYAN DUKE UNIVERSITY

Program Director: DAMICO, MARK Code: 60TR

Specialist: KURTOM, MOHAMMED

Years: 98Temp 97test 97SUPP 97Ford 97Food 97Door 97DEV2 97DEV 97 96test 95test 0

All # of Grant Years Yrs

Supplement FDA SV OD

Diversity Supplement, Moonshot, FDA, & OD flags are filters

- 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.
- 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.
- SV**/Site Visit flag opens the site visit document.
- /Stop Notice flag opens a window that shows related data. This flag is set at the institution level, so several grant numbers may be listed in the pop-up window.

R01/T32CA009111 # of Grant Years

☐ Select All



<input type="checkbox"/> Activation Notice	<input type="checkbox"/> Closeout	<input type="checkbox"/> JIT Info
<input type="checkbox"/> Appendix Material	<input type="checkbox"/> CO6 Monitoring	<input type="checkbox"/> Letter From NIH
<input checked="" type="checkbox"/> Application File	<input type="checkbox"/> COI	<input type="checkbox"/> Letter To NIH
<input type="checkbox"/> Application Misc	<input type="checkbox"/> Concurrence Memo	<input checked="" type="checkbox"/> NGA
<input type="checkbox"/> Application Update	<input type="checkbox"/> Concurrence/Deviation	<input type="checkbox"/> NGA Rerun
<input type="checkbox"/> Assurance Animal	<input type="checkbox"/> Control	<input type="checkbox"/> NGA Work-Up
<input type="checkbox"/> Assurances-Human/Animal	<input type="checkbox"/> Correspondence	<input type="checkbox"/> No Cost Extension
<input type="checkbox"/> Award Bundle	<input type="checkbox"/> Deficiency Response	<input checked="" type="checkbox"/> NOA
<input type="checkbox"/> Award File	<input type="checkbox"/> F and A Rate	<input type="checkbox"/> Other Support
<input type="checkbox"/> Award Letter From NIH	<input type="checkbox"/> Face	<input type="checkbox"/> Progress
<input type="checkbox"/> Award Letter To NIH	<input type="checkbox"/> Financial Report	<input type="checkbox"/> Revised Specific Aims
<input type="checkbox"/> Award Misc	<input type="checkbox"/> Funding	<input type="checkbox"/> Spread Sheet
<input type="checkbox"/> Award Worksheet Report	<input type="checkbox"/> GM Worksheet	<input type="checkbox"/> Summary Statement
<input type="checkbox"/> BIO	<input type="checkbox"/> Grant File	<input type="checkbox"/> Termination Notice
<input type="checkbox"/> Budget	<input type="checkbox"/> Greensheet DMC	<input type="checkbox"/> Transfer Documents
<input type="checkbox"/> Cancer Center Data	<input type="checkbox"/> Greensheet PGM	<input type="checkbox"/> Unobligated Balance Analysis
<input type="checkbox"/> Carryover	<input type="checkbox"/> Greensheet SPEC	<input type="checkbox"/> Workbook
<input type="checkbox"/> Change	<input type="checkbox"/> Greensheet SPEC Rev	
<input type="checkbox"/> Checklist	<input type="checkbox"/> Inventions	

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.



Grant File

Toggle to search for other grants →   ← Category and Grant Years filters → Grant Years

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:** 6OTR

















Specialist: KURTOM, MOHAMMED

Supplement

FDA  **SV**

  **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 Vytlacil, Lisa; Updated On Apr 26 2019 5:05PM by Vytlacil, Lisa

[Delete](#)

Return to the top of the page



Top

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


  **Grant Years**

☐ **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

- 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.
- 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 filters, click on the  icon.

View and/or Filter Categories

Category

☒ Select All
☒ Activation Notice
☒ Appendix Material
☒ Application File
☒ Award Bundle
☒ Award File
☒ Cancer Center Data
☒ Carryover
☒ Change
☒ Closeout
☒ CO6 Monitoring
☒ COI
☒ Concurrence Memo
☒ Concurrence/Deviation
☒ Correspondence
☒ Funding
☒ Inventions
☒ JIT Info
☒ NGA
☒ No Cost Extension
☒ Other Support
☒ Progress
☒ Revised Specific Aims
☒ Spread Sheet
☒ Transfer Documents
☒ Unobligated Balance Analysis

- Document categories available for the 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

Keyword Search:

OR

FY:
 Mechanism:
 IC:
 Serial Number:
 Year:

- 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 **Code:** 60TR
Specialist: KURTOM, MOHAMMED

Supplement
FDA **SV**
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 Vytliacil, Lisa; Updated On Apr 26 2019 5:05PM by Vytliacil, Lisa
[Delete](#)

Return to the top of the page

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

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: Serial Number:

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

Grant:

Category:

Date:  [eGrants Category Glossary](#)




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.

Document Name	Date	Pa	Replace Document	ate	Report Error
Transfer Documents	06/15/2018				

Replace Document


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

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 vi 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.

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.

Document Name	Date	Pages	Up	Update Document	Report Error
Transfer Documents	06/15/2018				

Update Document

Confirm Institute and enter grant serial number before clicking Search.

Institute: CA Serial Number: 9111

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](#)

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.