Submitting a Final Invention Statement in eRA Commons: Instructions for Grants Manager

Principal Investigators are responsible for submitting a final invention statement in eRA Commons for any NIH award that has ended. This can be done in tandem with submitting the Final Progress Report.

What is the process for submitting a final invention statement?

- PI submits a final invention statement in eRA Commons
- eRA Commons notifies signing official via email that invention statement is ready for review (ORA for School of Medicine, ORS for Campus)
- Signing official confirms patents and inventions with Office of Licensing and Ventures (OLV) via email
- Signing official submits to funding agency

The below steps are to help you walk your PI through the process.

1. Once the PI has logged into eRA Commons at https://public.era.nih.gov/commons/public/login.do, he/she will land on a Welcome Screen. Click “Status.”

2. From the status screen, the PI can click on “List of Applications/Grants.”

3. The PI will see a complete list of all his/her applications/grants. The action column will include “Requires Closeout” when applicable. Click on the link to go to the listing of all required final reports.

The following list of applications/grants represents a result of the search by Grants.gov Tracking # or a complete list of all your applications/grants. If you do not see a complete list of your applications/grants, please click List of Applications/Grants menu tab again.

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Grants.gov Tracking #</th>
<th>Proposal Title</th>
<th>PI Name</th>
<th>eSubmission Status</th>
<th>Current Application Status</th>
<th>Status Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5R01NS000001-13</td>
<td>1234567890</td>
<td>Allergy Research</td>
<td>FINN, HUCK</td>
<td>Accepted</td>
<td>Awarded: Non-fellowships only</td>
<td>03022007</td>
<td>Requires</td>
</tr>
</tbody>
</table>
From the Closeout Status Screen, there will be an action column on the right side. Click “Process Final Invention Statement.”

<table>
<thead>
<tr>
<th>Closeout Submission Requirement</th>
<th>Instruction</th>
<th>Status</th>
<th>Result of Actions</th>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSR</td>
<td>For FSR submission, you must have the Commons FSR role</td>
<td>Not Started</td>
<td></td>
<td></td>
<td>Create New</td>
</tr>
<tr>
<td>Final Progress Report</td>
<td>Only the SO or the PI of the Grant may process the Final Progress Report</td>
<td>Not Received</td>
<td></td>
<td></td>
<td>Process Final Progress Report</td>
</tr>
<tr>
<td>Final Invention Statement</td>
<td>For Submission, Final Invention Statement requires verification for both the Signing Official and the PI of the Grant</td>
<td>Not Received</td>
<td></td>
<td></td>
<td>Process Final Invention Statement</td>
</tr>
</tbody>
</table>

Next, the “Submit Final Invention Statement” screen will be displayed. If the PI has an invention to report, click “Yes.” If the PI does not have an invention to report, click “No,” and skip to step 6.

To add a new invention, fill in the title of invention, name of inventor, and date reported to DHHS. Select “Add Invention.” Repeat if you have more than one invention. If the PI needs to remove an invention, select “Remove” in the Action column, under the Saved Invention section. After entering all inventions, select “Save.”
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6 Click “OK” through the certification screen.

If inventions have been reported:

I hereby certify that, to the best of my knowledge and belief, all inventions are listed which were conceived or first actually reduced to practice during the course of work under the referenced DHHS grant or award for the specified period. Further, this report does not in any way relieve our obligation to promptly and fully report all inventions directly to the National Institutes of Health, as required by the terms of the grant or award. Note that a user with the SO privilege must verify the Final Invention Statement prior to submission.

If no inventions have been reported:

I hereby certify that, to the best of my knowledge and belief, no inventions were conceived or first actually reduced to practice during the course of work under the referenced DHHS grant or award for the specified period.

7 Once the PI saves his/her final invention statement, the Closeout Status screen will update. Confirm that you “Awaiting SO Verification” is under the status bar. Signing official can now verify with Office of Licensing and Venture (OLV), and submit.

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I hereby certify that, to the best of my knowledge and belief, all inventions are listed which were conceived or first actually reduced to practice during the course of work under the referenced DHHS grant or award for the specified period. Further, this report does not in any way relieve our obligation to promptly and fully report all inventions directly to the National Institutes of Health, as required by the terms of the grant or award. Note that a user with the SO privilege must verify the Final Invention Statement prior to submission.

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If inventions have been reported:

For FSR submission, you must have the Commons FSR rule.

If no inventions have been reported:

Only the SO or the PI of the Grant may process the Final Progress Report.

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Final Invention Statement

For Submission, Final Invention Statement requires verification by both the Signing Officer and the PI of the Grant.
Verifying a Final Invention Statement has been submitted

Once your SO has submitted the invention statement, you can verify in eRA Commons

1. Login to your eRA Commons account and click “Status.” Under the “Status” menu on the left side of your screen, click “Closeout.” Under “PI Name”, enter the PI’s first and last name. Under “Closeout Status”, select “All” from the dropdown menu. At the bottom of your screen, make sure all boxes are checked. Select “Search”.

2. On the Status Result-Closeout Search screen, click on the appropriate link under the “Application ID” column.

3. If your PI has successfully submitted his/her progress report, it will be listed under “other relevant documents” in the status screen. Find this blue colored section in the top right page of the screen.

Congratulations! The invention statement has been successfully submitted.