TBCP I & II Report Forms

eRA Commons Report Submission

NTIA

Disclaimer

This resource is intended solely to assist grant recipients in better understanding the Tribal Broadband Connectivity Program (TBCP) and the requirements set forth in the Notice of Funding Opportunity (NOFO) for this program. This resource does not and is not intended to supersede, modify, or otherwise alter applicable statutory or regulatory requirements, the terms and conditions of the award, or the specific application requirements set forth in the NOFO. In all cases, statutory and regulatory mandates, the terms and conditions of the award, the requirements set forth in the NOFO, and follow-on policies and guidance, shall prevail over any inconsistencies contained in this resource.

ERA COMMONS REPORT SUBMISSION

TBCP I and II Reports

Report Submission Requirements

Report Type	Submission Instructions
Baseline Reports	Submit as "Other" type Revision Request (RR) in eRA Commons as an Excel File.
Semi-Annual Performance (Technical) Reports	Submit to the Terms and Conditions Module (TCM) in eRA Commons as an Excel file.
Annual Reports	Submit as "Other" type Revision Request (RR) in eRA Commons as an Excel File.
Step-by-step guidance on report submission can be found in the <u>eRA Commons User Guide</u>.	

Submit an RR via eRA Commons

Baseline and Annual Reports can be submitted by users with the Signing Official (SO) role in eRA as an RR.

1. Log in to eRA Commons.

2. Navigate to the Status module.

3. Use the Status search options to search for the award.

4. In the search results, click the award's three dot (...) menu to select "Revision Request".

5. The Revision Request List screen appears. Click the "Initiate a New Revision Request" button to initiate a new request.

6. Choose the "Other" request type from the subtype dropdown and click Go .

   a) Note that the Description and Justification fields are required for all requests.

   b) **Description Field:** [Annual/Baseline] Report due [xx/xx/202x]

7. Upload the Justification document .

   a) Submit an Excel File. If the Excel is unsigned, the recipient must also upload a signed and flattened PDF.

NTIA

Submit an RR via eRA Commons Cont.

To Save or Submit the request:

- To save the RR and come back to it later, click "Save". Once saved, it can be edited and submitted later.

- To submit to the awarding agency for consideration, click "Submit".
  - Once submitted, a confirmation popup appears; click "Yes".
  - A green bar will appear on the Revision Request List screen indicating a successful submission.

NTIA

Submit a Performance Progress Report via eRA as an SO

Performance (Technical) Reports can be submitted by users with the Signing Official (SO) role or Project Director/Project Investigator (PD/PI) users with delegated process authority.

- **SO Steps:**
  1. Log into eRA Commons and open the Status module.
  2. Click on the blue Search button.
  3. Locate your NTIA TBCP grant. Click on the three dots ... and select "View Terms Tracking" from the list.
  4. Click on the "View Term Tracker" hyperlink within the "Award Terms" section.
  5. Continue to Slide 54 to complete submission.

NTIA

Submit a Performance Progress Report via eRA as a PD/PI

Performance (Technical) Reports can be submitted by users with the SO role or PD/PIs with delegated process authority.

- **PD/PI Steps:**
  1. Log into eRA Commons and open the **Status** module.
  2. From within the "**List of Applications/Awards**" box, click the triangle ▶ on the far-right.
  3. Locate the NTIA TBCP grant and expand it by clicking the **+ symbol** on the far-right.
  4. Underneath the "Available Actions" column, select the "**View Terms Tracking**" button.

NTIA

Submit a Performance Progress Report via eRA

The Terms and Condition Module (TCM) opens.

1. Click the Project Period tab.

2. Click on the small triangle ▶ to the left of the Performance Progress Report (PPR) to expand the section to view additional report information.

3. The Term Content section appears. Ensure the correct due date is displayed underneath the "Due Date" column. Click on the three dots ... under the "Task Description" column.

4. A small white box will appear. Click on Prepare Documentation.

5. The Submission Content box should appear. Click on the green Upload button.

   a. Reminder: an Excel file is required. You may also submit a signed PDF.

6. Once the document is uploaded, it will appear under the File Name section.

7. In the "Please provide comments:" box, enter the name of the file.

   a. Recommended naming convention: [Recipient Name] TBCP Performance Technical Report due [date]

8. Click the green "Submit" button.

NTIA

Verify Performance Progress Report Submission

1. Click on the Project Period hyperlink.

2. Click on the small triangle ▶ to the left of the Performance Progress Report (PPR) to expand the section.

3. Under the "Submission Status" column, verify that the status is Submitted.

NTIA

eRA Help Desk

If you need assistance with the eRA platform, contact the eRA Help Desk at:

- Toll-free: 1-866-504-9552; Phone: 301-402-7469 (Press 1 for eRA Commons)

- Hours: Mon-Fri, 7:00 a.m. to 8:00 p.m. Eastern Time

- Submit a Web Ticket at https://www.era.nih.gov/need-help

NTIA

THANK YOU

Questions? Contact us at
tbcp@ntia.gov.

NTIA