

NATIONAL INSTITUTES OF HEALTH  
**eRA Commons**

Welcome debpesso  
Institution: WASHINGTON UNIVERSITY  
Authority: SO [Log-out](#)

Home Administration Institution Profile Personal Profile Status eSNAP X-Train Links Help

Accounts  
Create Account Create Affiliation Maintain Account Delegate PI Delegate Submit Delegate PPF Edit Change Password

**Revoke Submit Delegate Confirmation** ?  
Please confirm that you want to **REVOKE** the person below.

**CONFIRM REVOKE**

**Delegate Name:** Panitz, Debra  
**Title:** ASSOCIATE PROFESSOR  
WASHINGTON UNIVERSITY  
DEPT OF RADIOLOGY  
**Address:** 510 S KINGSHIGHWAY  
Bethesda MD 20851

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Department of Health and Human Services

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Screen Rendered: 05/19/2003 11:07:25 EDT  
Screen Id: ESP7027

Figure 9 Revoke Submit Delegate Confirmation Page (ESP7027)

4. Click **Save** to confirm the removal. A confirmation message is displayed and the selected names are removed from the list of Current Submit Delegates. A confirmation email is sent to the selected delegate/s.

## Delegating/Revoking PI Updating Authority

A Principal Investigator (PI), Account Administrator (AA), Administrative Official (AO), or Signing Official (SO) may delegate or remove PI updating authority to/from other registered NIH eRA Commons users. Users who receive updating authority can then edit any of the PI's eSNAP reports.

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Note: In order to delegate or remove PI updating authority, you must have the role of a PI, AA, AO, or SO. Delegated PI update authority is not sufficient.

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### PIs—Delegating PI Updating Authority

1. Select **Administration** | **Accounts** | **Delegate PI** to open the Delegate PI Access page (ESP7000).
2. From the list of Current Institution Users, select the desired user. Multiple users can be selected by pressing the Ctrl key and clicking on all the desired names.
3. Click **Assign**. The Delegate PI Confirmation page opens (ESP7001).
4. Click **Save** to confirm the delegation. A confirmation message is displayed and the selected names are listed in the Current PI Delegates column. A confirmation email is sent to the selected delegate/s.

### SOs, AOs, & AAs—Delegating PI Updating Authority

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**Note:** The fields for the query information on this page are optional. Use any desired combination of the fields to perform the query for the PI you are selecting.

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1. Select **Administration** | **Accounts** | **Maintain Account** to open the Account List page (ADM1007).
2. Enter the query information to find the desired PI and click **Search** to perform the query.
3. From the Account Search Results list, click the **Delegate PI** hyperlink for the selected PI. The Delegate PI Access page (ESP7000) opens.
4. From the list of Current Institution Users, select the desired user. Multiple users can be selected by holding down the Ctrl key and clicking all the desired names.

5. Click **Assign**. The Delegate PI Confirmation page opens (ESP7001).
6. Click **Save** to confirm the delegation. A confirmation message is displayed and the selected names are listed in the Current PI Delegates column. A confirmation email is sent to the selected delegate/s.

## Revoking PI Updating Authority

1. Select **Administration | Accounts | Delegate PI** to open the Delegate PI Access page (ESP7000).
2. From the list of Current PI Delegates, select the desired delegate. Multiple delegates can be selected by pressing the Ctrl key and clicking all the desired names.
3. Click **Revoke**. The Revoke PI Delegate Confirmation page opens (ESP7001).
4. Click **Save** to confirm the removal. A confirmation message is displayed and the selected names are removed from the list of Current PI Delegates. A confirmation email is sent to the selected delegate/s.

## Querying eSNAP Reports

### Introduction

The Manage eSNAP page is used to view the eSNAP reports to which you have access and lets you select an eSNAP report in order to perform various actions upon it.

### Viewing the List of eSNAP Reports

PIs or users that are delegated PI updating authority use the Manage eSNAP page to view their eSNAP reports. By default, all applications are listed and there is no search form available.

SOs and AOs use the Manage eSNAP page to search for grants from their institution or grants that have been routed to them as reviewers.

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**Note:** The fields for the search information on this page (Grant Number, PI Last Name, Current Reviewer Last Name, and Status) are all optional. Use any desired combination of the fields to perform the search for grants. If no information is specified, all available grants will be listed when you click Search.

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