Quick Queries – Institutional Information on Pending Reports and Award Dates are Just a Click Away

Do you need to figure out which grants in your institution are due for closeout? Or when your next progress report is due?

You can get to this information and more without even logging in to eRA Commons, thanks to eRA's Quick Queries. eRA offers five quick queries, each designed to retrieve specific information:

- **Grants Pending Closeout** (Find grants that will soon need to go through the closeout process)
- **Commons Registered Organizations** (See if an institution is already registered in Commons)
- **Progress Report Search by IPF (Institutional Profile) number** (Find grants with pending progress reports)
- **IPF Number Search** [Search for your institution's IPF number]
- **Issued Notice of (Grant) Award** (Get a list of awards made to your institution over a specific time period)

Three of these search options (Grants Pending Closeout, Progress Report Search by IPF number, and Issued Notice of (Grant) Award) require that you enter your institution's IPF number. **Harvard Medical School's IPF number is 3212902**.

Navigate to the **Commons Quick Queries page:** https://public.era.nih.gov/commons/public/quickqueries/index.era, or directly to the query you need using the links below (remember to enter the HMS IPF # **3212902**):

Grants Pending Closeout

This query will return a list of NIH Research grants due for Closeout for the selected Organization/IPFs over the last number of days selected. To Find an institution, you must enter the complete IPF number. This query will not include NIH fellowships.

This list may be imported easily into other programs for sorting, printing or just saving. Save the output file as an .HTM file and then open with your favorite spreadsheet or word processing program.

The Project Period End Date column of the report output indicates the date used to determine eligibility for Closeout. The No-Cost Extension Used column indicates whether or not the final budget period has been extended. The Final Reports Due Date column identifies the date all final reports are due in compliance with the NIH Grants Policy Statement.

Progress Report Search by IPF number

This query will return a list of progress reports that are listed as "due" within the next 4 months for a selected grantee institution. To find an institution, you must enter the complete IPF number. Please be patient, the more grants on the returned list, the longer the query takes to run. The longest list runs in about a minute. Note that any record showing as Yes to "SNAP" is actually due on the 15th of the month instead of the 1st as shown in the query results.

NOTE: This query will **not** include progress reports for **Multi-year Funded awards** (MYF) which are always due on or before the anniversary of the budget/project period start date of the award and are uploaded as a PDF through the eRA Commons (see http://grants.nih.gov/grants/policy/myf.htm for instructions).

Issued Notice of (Grant) Award (NoA)

Report will list all NoAs issued over the last number of days selected.