

## **Steps to process the Final Invention Statement & Final Progress Report for NIH award in eRACommons**

The PI should log into eRACommons and locate their award. At the far right under the “Action” Column should be a hyperlink called "Requires Close-out". Upon selecting that link you will be taken to a new screen that contains the grant information and the following table.

## Steps to process the Final Invention Statement & Final Progress Report for NIH award in eRACommons

**When you select “yes”** you will be taken to a new screen where you need to input the invention information that has been reported to the Technology Transfer Office (who then submitted to NIH via iEdison).

Once inputted select “Add Invention” then “Save”. The system will then generate the Final Invention statement with the inputted invention noted. At this point, SOM OG&C Pre Award ([medrespre@case.edu](mailto:medrespre@case.edu)) should be notified to submit the Invention Statement. Prior to submitting the Invention Statement, SOM OG&C validates the information with Technology Transfer.

**When you select “no”**, a form of the following pop-up window will appear to which you have to select “ok”.

The system will then generate the Final Invention Statement with “none” noted for inventions”. At this point, SOM OG&C Pre Award ([medrespre@case.edu](mailto:medrespre@case.edu)) should be notified to submit the Invention Statement. Prior to submitting the Invention Statement, SOM OG&C validates the information with Technology Transfer.

**Once SOM OG&C has processed the Final Invention Statement**, the PI will receive a system generated email from NIH confirming submission, and that NIH confirmation email will then be forwarded to the Department Admin by SOM OG&C Pre Award ([medrespre@case.edu](mailto:medrespre@case.edu)).