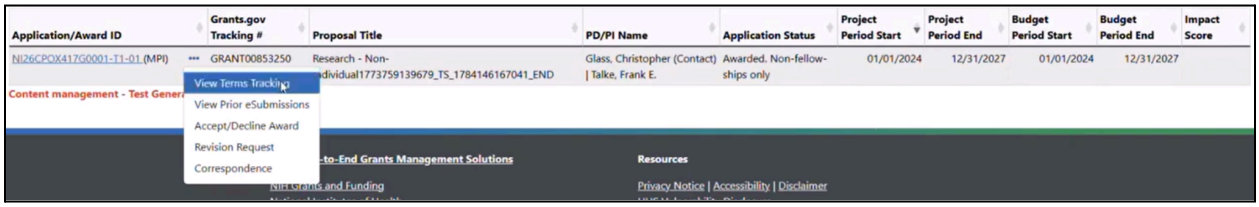
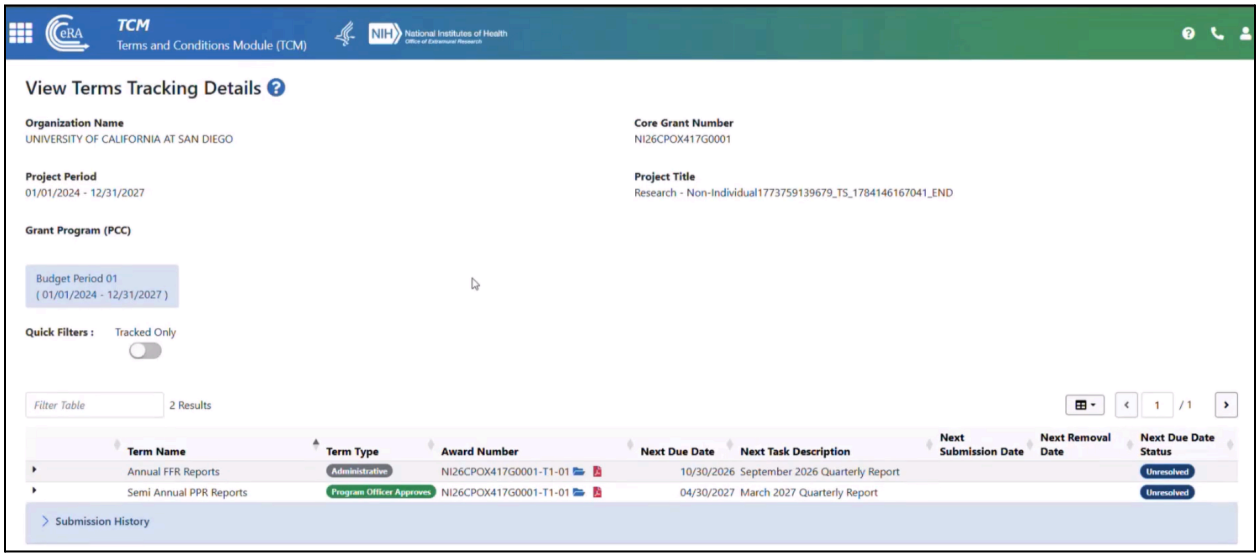
NIST- eRA Commons Guidance

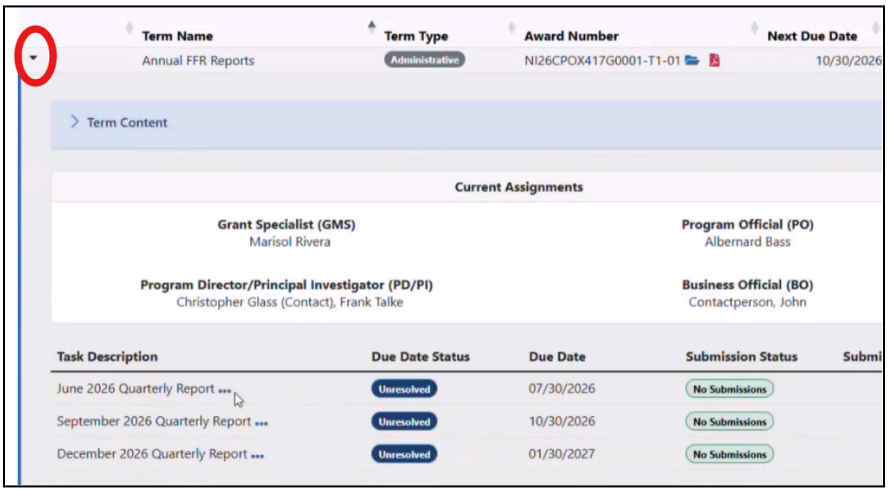
1. From the Status module > List of Applications/Award > View Terms Tracking



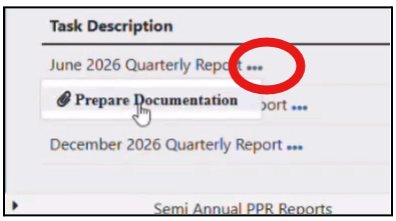
2. Depending on your terms and conditions, the appropriate reports will be available.



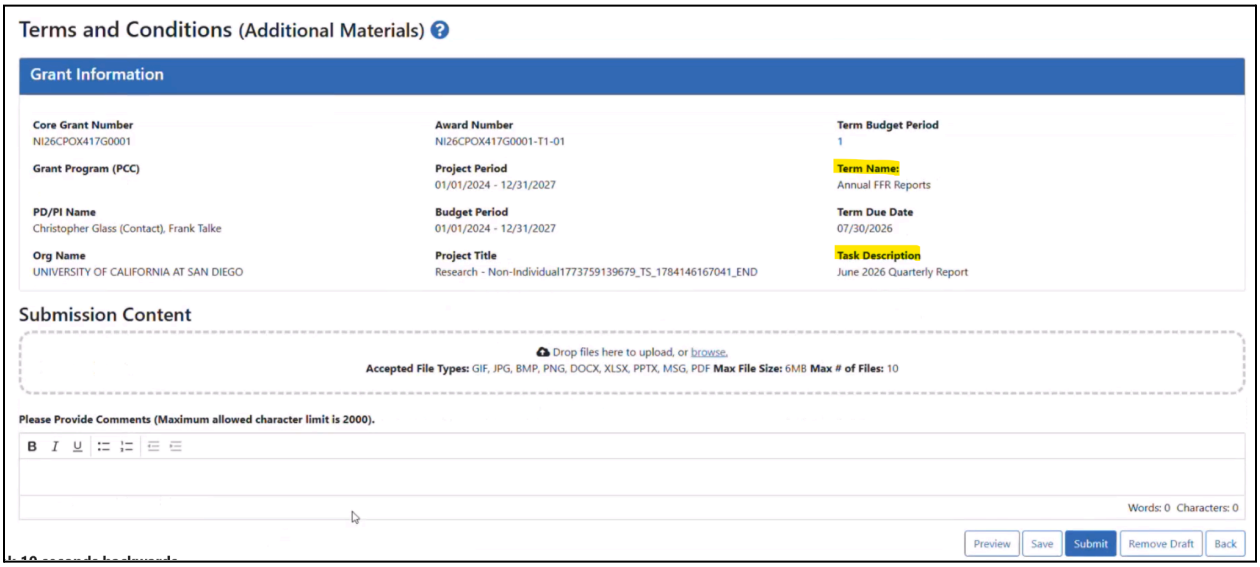
3. Click on the triangle next to the report that you wish to initiate.



4. Click on the three dots next to the report that you wish to initiate > Click Prepare documentation.



5. The required document needs to be uploaded.
    - Make sure your Term Name and Task Description matches one that you will need to submit



Detailed information can be found : [NIST training]
If you need more information please visit: [eRA External Training Page]