

Submitting the Final Invention Statement in eRA Commons

PURPOSE: The Final Invention Statement is one of three required elements for successful close-out of you NIH-funded project. (The Final Financial Report and Final Progress Report are the others.) This document will explain how to process the Final Invention Statement.

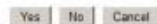
NIH Closeout guidance: *“The grantee must submit a Final Invention Statement and Certification whether or not the funded project results in any subject inventions. The Statement must list all inventions that were conceived or first actually reduced to practice during the course of work under the project and it must be submitted by the PI and then confirmed by the institution’s Authorized Signing Official. The statement should cover the period from the original effective date of support through the date of expiration or termination or the award. If there were no inventions, the statement should indicate ‘None.’”*

TIMING: Grants issued under Uniform Guidance require the submission of all close-out documents within 120 days of the project end date. Pay attention to the email reminders sent to the PI from NIH to be sure which period applies to your specific grant.

PROCESS: Sign into eRA Commons and navigate to the grant requiring close-out. The Action field column will have a hyperlink titled “Requires Closeout.” This will take you to a table of Closeout Submission Requirements and the Final Invention Statement will be in the bottom row. In the Action field column there will be a hyperlink titled “Process Final Invention Statement.”

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FFR	For FFR submission, you must have the Commons FSR role	Not Started			
Final Progress Report	Only the SO or the PI of the Grant may process the Final Progress Report	Not Received			Process Final Progress Report
Final Invention Statement	For Submission, Final Invention Statement requires verification by the Signing Official of the Institution	Not Received			Process Final Invention Statement

Clicking on the “Process Final Invention Statement” link will take you to the Submit Final Invention Statement page. This page has few instructions and is not intuitive so we’ll take you through the process.



To process a Final Invention Statement (HHS Form 568), the individual performing the initial submission—whether that person is the Program Director/Principal Investigator (PD/PI) on the grant or a Signing Official (SO)—at the institution must determine whether inventions are to be reported. If inventions are reported, the specific inventions must be listed. Following this process, the SO should review the report identified by the “View Invention Statement” link and, if acceptable, Submit the Final Invention Statement to HHS for that grant.

HOW TO SUBMIT:

If you have NO INVENTIONS to report, click the “No” button on this page. The resulting report (in pdf) will indicate “None” in the Title of Invention field. The status on the eRA Commons page will be “No Inventions Reported.”

If you HAVE INVENTIONS to report, click the “Yes” button on this page. A new page will display where you are to enter three fields of information per invention. These are free-form entry fields. You must enter the NAME OF INVENTOR, the TITLE OF INVENTION, and the DATE REPORTED TO DHHS (or disclosure date). The Date Reported should not be confused with the date you are submitting the Final Invention Statement. It is to be the date that your invention was reported to DHHS via iEdison. After entering the data, click Add Invention. If you have more than one invention to report, complete the required three fields again and then click Add Invention.

VERIFICATION AND FINAL SUBMISSION:

After the PI has processed the Final Invention Statement as described above, a system-generated will go to SPA alerting the office that “An Invention Statement has been saved by the Principal Investigator” and is awaiting “the appropriate action for its eventual submission to the NIH.”

SPA will proceed by contacting the CTTC for corroboration of whether there are or are not inventions in iEdison associated with the grant number. CTTC will send SPA an email confirmation of either no disclosures or a list detailing the inventions reported.

SPA compares the CTTC report with what has been entered into eRA Commons. If they match, a SPA Grant Officer will submit the Final Invention Statement in eRA Commons and the PI will receive a system-generated email stating that this has been done. This completes the process.

If, however, there are discrepancies between the Final Invention Statement saved by the PI and the CTTC report, CTTC will communicate any concerns to the PI and department. Once revisions are made and all the information is matched, SPA will submit.