NIH eRA Commons Release Notes Version 2.8.3.2

General Enhancements

Performance

This release of Commons will implement several performance changes for the **Status** page, **Internet Assisted Review (IAR)**, and **eSNAP** modules. Version 2.8.3.2 will also correct several defects, incorporate new sort capabilities and standardized reference links, and will add new display items to the **Status** page.

NLM Webservices

The "Webservices" for the National Library of Medicine (NLM) is now active, where the expected response time to access data should show a great improvement.

This service is a feature that links PI-submitted publications [recorded in the PI's **Personal Profile**] with the eSNAP. As a result, the PI does not have to manually key in these publications on the eSNAP.

Commons Logo

The Commons logo has been redesigned. The new logo features an addition of the phrase "Sponsored by National Institutes of Health" as well as modifications in design. The new logo accommodates Operating Divisions (OPDIVs) who have begun utilizing the Commons portal.

Figure 1: eRA Commons Logo

eRA Partners

A new menu item has been added to the eRA Commons. This menu item is a link is to a newly designed page for "eRA Partners."
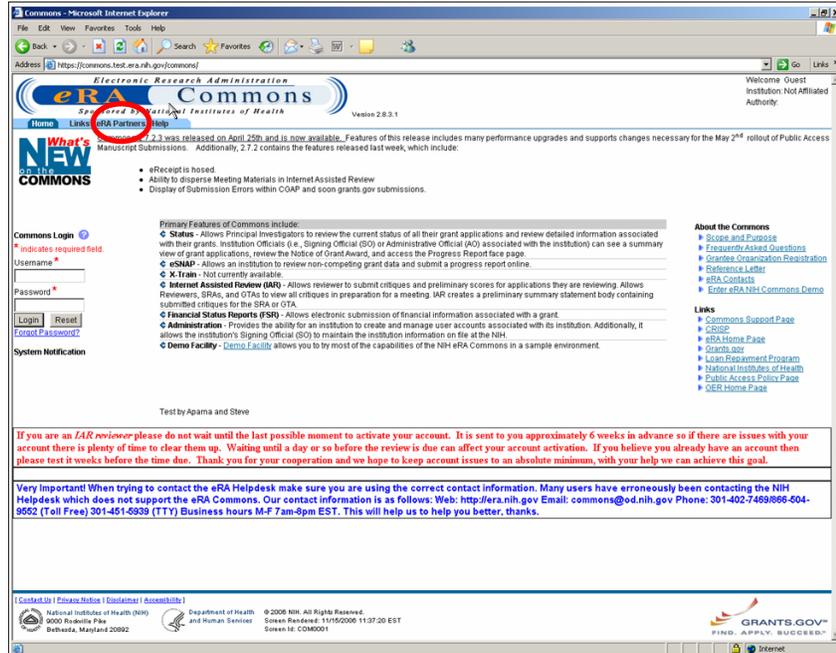

Figure 2: eRA Partners Link (COM0001)

Usernames/Passwords

Restricted Special Characters

The following special characters may not be used in usernames any longer:

– @ _

Password Changes

Upon changing a password, the user will be taken to the **Personal Information** page of their **Personal Profile** so that they may verify and [if necessary] update personal information.
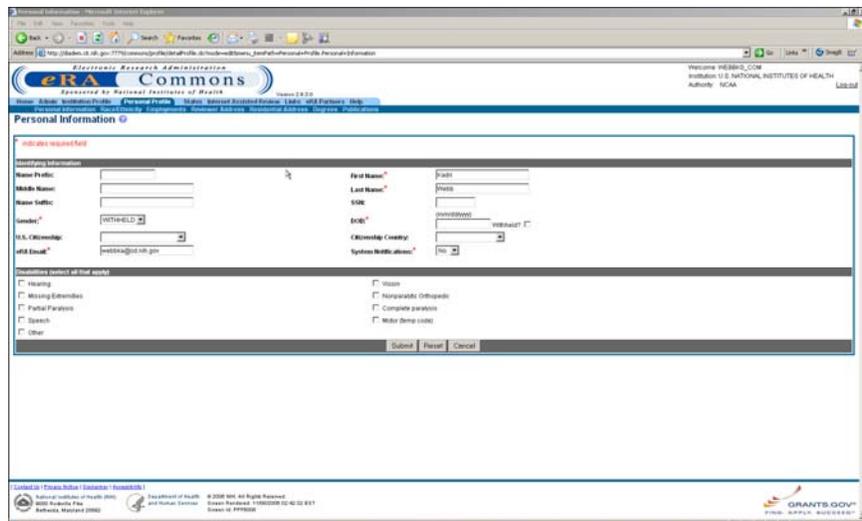

Figure 3: Personal Information Page (PPF6008)

Password Instruction E-Mails

When you change your password, you will receive an e-mail that references the instructions on the **Change Password** page.

Registrations

Duplicate DUNS

The "Dup DUNS" column on the **Process Registrations** page has been moved to the left of the "E-mail Verified" column."
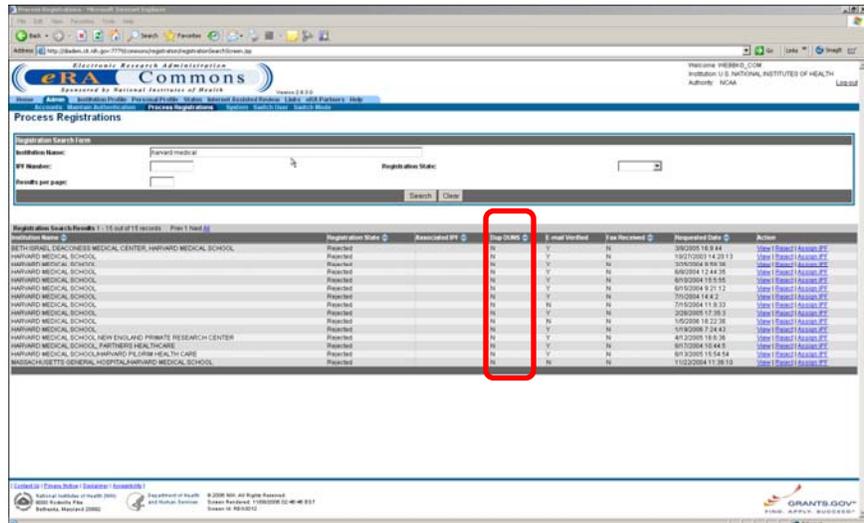

Figure 4: Process Registrations Page (REG3012)

NOTE: This screen is available to internal NIH and Operating Division (OPDIV) users only.

Status

Just in Time (JIT)

Just in Time links will no longer display for applications that have been withdrawn.

Grant Status Detail

The Study Section and Council Meeting locations have been removed from the **Status Information** screen.
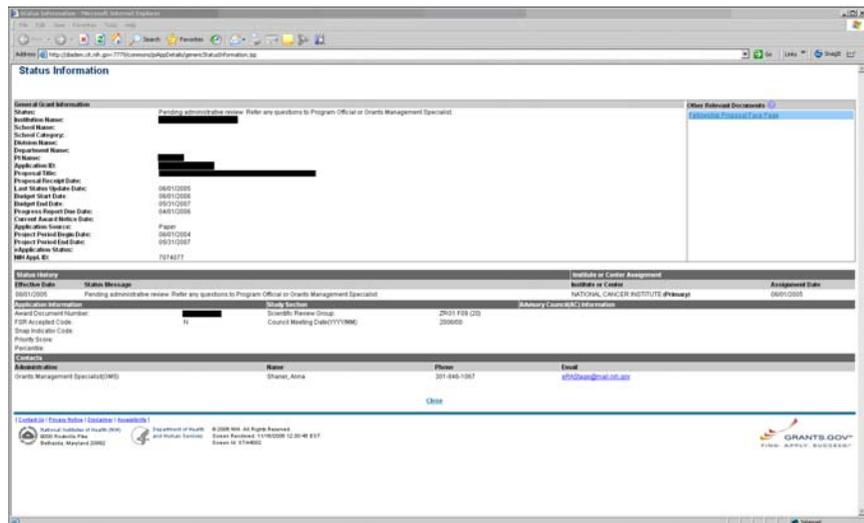

Figure 5: Status Information Page (STA4002)

Scientific Review Group

"Initial Review Group" has been changed to read "Scientific Review Group" on the **Status Information** page.
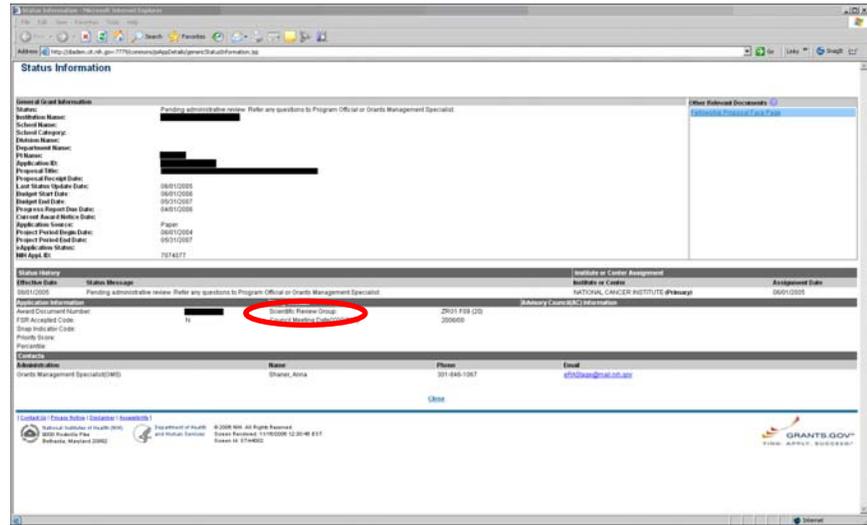

Figure 6: Status Information Page (STA4002)

Fellowship Link

The **Fellowship** link in the Action column on the **Status Result-PI Status** page has been edited to read **Fellowship Face Page**.
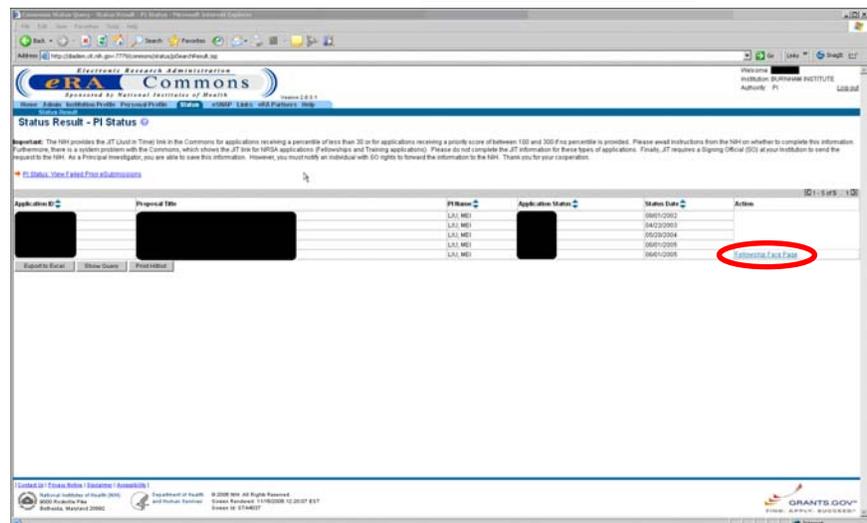

Figure 7: Status Result – PI Status Page (STA4037)

Fellowship Face Page

The pre-populated Fellowship Face Page has been revised, effective for progress reports being submitted 6/1/06 and beyond. The changes to the official files are now reflected in the document hosted by Commons.

Figure 8: Prepopulated Fellowship Face Page

Reference Letters

New functionality has been implemented for "Reference Letter" uploads that permits a "referee" (i.e., a reference for a PI) to upload a reference letter for a principal investigator. A Commons account is not necessary to upload a reference letter.

NOTE: Reference letter submission is currently available only for Director's Pioneer (DP1) applications.

The file must be a PDF and may be no larger than 3 MB. Follow these steps to upload a reference letter:

1. Click **Reference Letter**. The **Submit Reference Letter** page will appear.

Figure 9: Commons Homepage (COM0001)

2. Enter the referee's and applicant's required information. Click **Continue**.

NOTE: Fields marked with an asterisk (*) are required. If the required fields are not completed, users will receive an error.

Figure 10: Submit Reference Letter Page (REG3007)

3. Click **Browse**. Locate the file you would like to upload.

Figure 11: Submit Reference Letter Page (continued) (REG3007)

4. The file path will appear in the Reference Letter field. Click **Submit**.
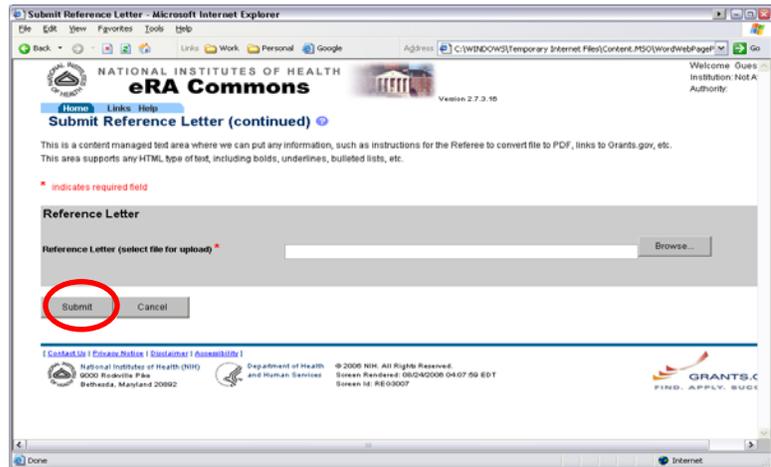
Figure 12: Submit Reference Letter Page (continued) (REG3007)

5. A confirmation number will display. You may also view the submitted file from the confirmation page by clicking the **View Submitted File** link.
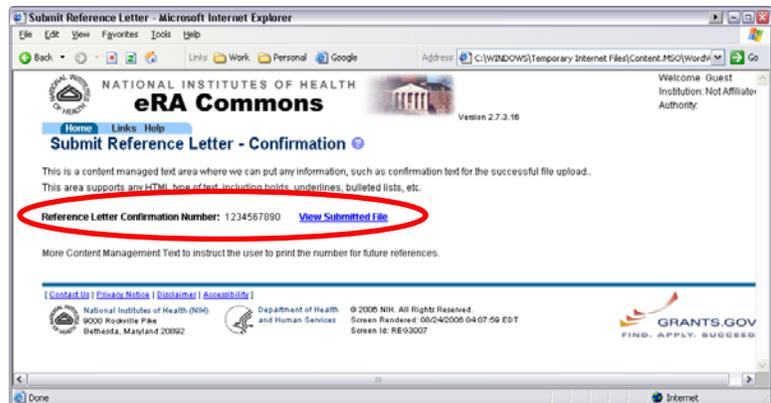
Figure 13: Submit Reference Letter – Confirmation Page (REG3007)

Once uploaded, information regarding reference letters (but not the reference letters themselves) is available for the PI and SO on the **Status Information** page. The actual reference letters are available in the **IAR Grant Folder** for SRAs/GTAs and reviewers.
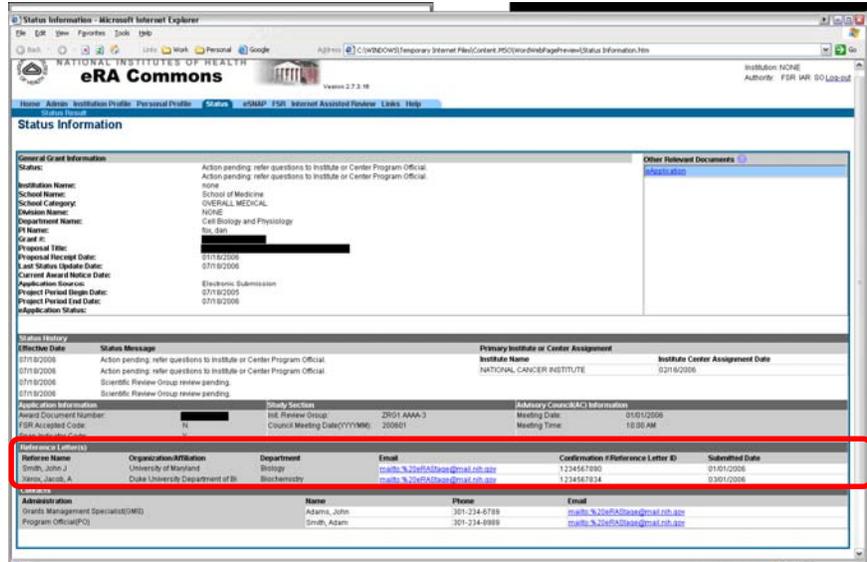
Figure 14: Status Information Page (STA4037)

Figure 15: IAR Grant Folder

Internet Assisted Review (IAR)

E-Mail Invitation

The subject line for all four IAR e-mails has changed and will read as follows:

eRA Commons: IAR Reviewer Invitation for meeting <Meeting Identifiers> - <Meeting Title>

Sample E-Mail Templates

SRAs/GTAs may view sample e-mail templates that are sent when inviting reviewers to meetings by clicking **View Sample Emails** in the **Control Center**.
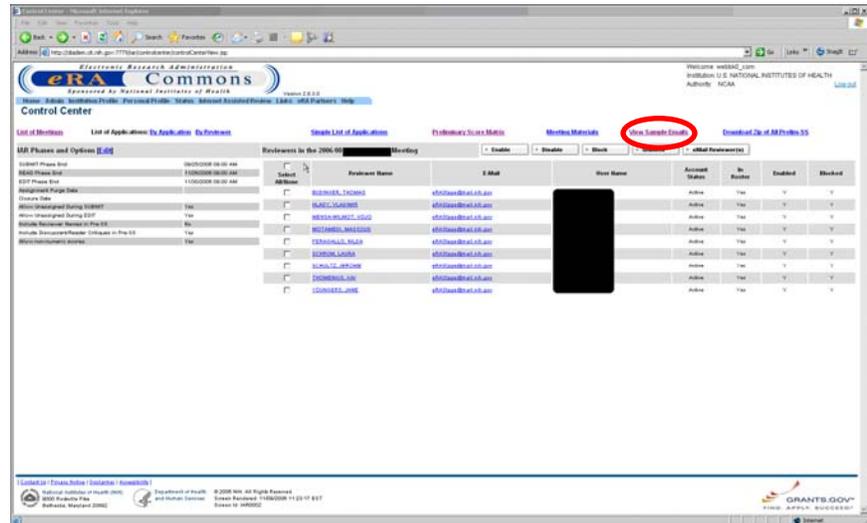
Figure 16: Control Center (IAR0002)

Sample e-mail text will then be displayed.
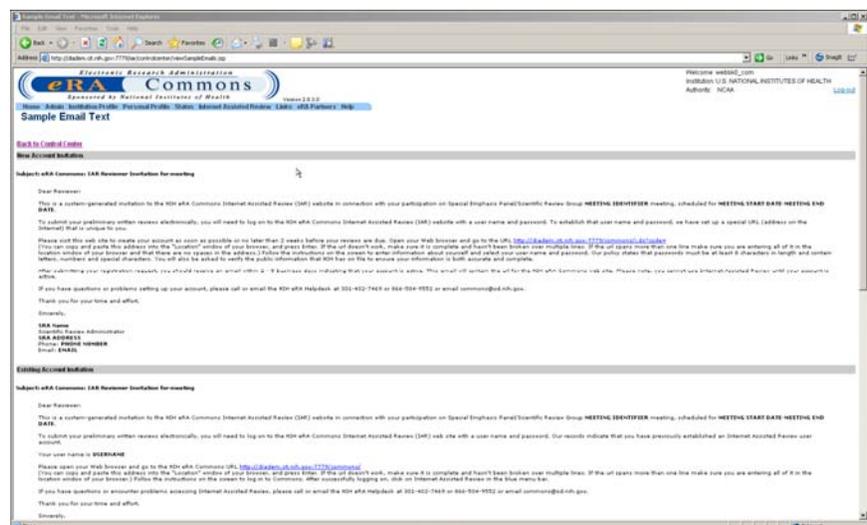
Figure 17: Sample Email Text

NOTE: This screen is available to internal NIH and Operating Division (OPDIV) users only.

Control Center

The Action column on the **List of Meetings** page has been enhanced to include the following new **Control Center** links:

1. List of Applications by Application
2. List of Applications by Reviewer
3. Simple List of Applications
4. Preliminary Score Matrix
5. Meeting Materials
6. View Sample E-Mails
7. Download Zip of all Pre-SSs
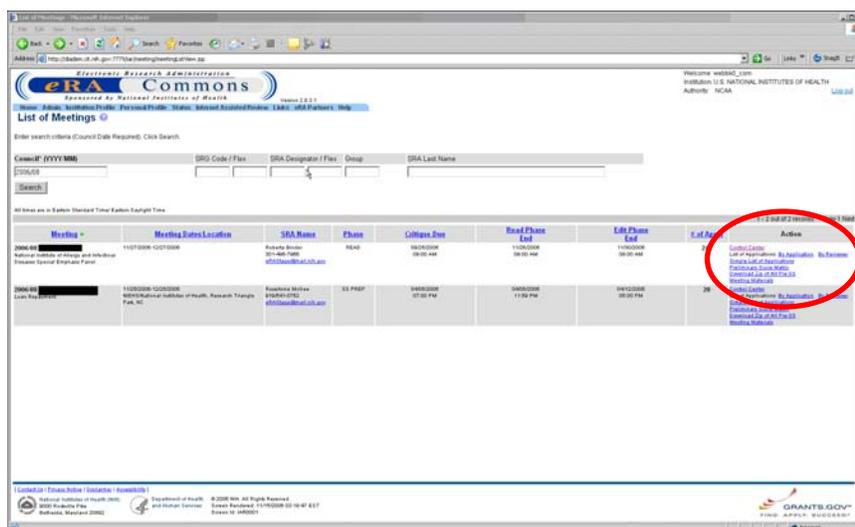
Figure 18: List of Meetings Page (IAR0001)

NOTES:

- The **List of Applications By Application | By Reviewer**, **View Simple List of Applications**, and **View Score Matrix** links are only available if the phase dates for the meeting are set.

- The **Download Zip of All Prelim SS** link is only available if there is at least one preliminary summary statement for at least one application in the meeting.

- This screen is available to internal NIH and Operating Division (OPDIV) users only.

Action Buttons

Enable, Disable, Block, Unblock, and **eMail Reviewers** radio buttons have all been added to the upper right hand corner of the **Control Center**. These new buttons replace the links that were formerly on the left.

Figure 19: Control Center Action Buttons (IAR0002)

NOTE: This screen is available to internal NIH and Operating Division (OPDIV) users only.

Navigation Links

All navigation links on the following screens have been standardized to allow ease of navigation to any screen in the Commons.

1.   Simple List of Applications

2.   Preliminary Score Matrix (and Edit Score Matrix for SRAs/GTAs)

3.   List of Applications for SRAs/GTAs

4.   Meeting Materials (and Manage Meeting Materials for SRAs/GTAs)

NOTE: These screens are available to internal NIH and Operating Division (OPDIV) users only.

Meeting Materials

The length of the URL for adding and editing meeting materials has been increased to 500 characters.

NOTE: The ability to add/edit meeting materials is available to internal NIH and Operating Division (OPDIV) users only.

Simple List of Applications

A **Simple List of Applications** screen has been developed. This screen shows one line records of grant applications with the following data elements:

1.   Order of Review

2.   Grant Number (hyperlinked to the **IAR Grant Folder**).

3.   PI Name (hyperlinked to a **Full Featured List of Applications** just for that PI)

4.   Project Title

5.   Number of Assigned Reviewers

6.   Number of Submitted Critiques (counts files only, not scores)

7.   Average Score

8.   View All – PDF (to view a PDF file of all critiques for an application)

9.   View All – Word (to view Preliminary Summary Statements)

10. Lower Half

11. Link to the List of Applications

All fields are sortable.

Figure 20: Simple List of Applications Page (IAR0007)

The **By Reviewer** link has been excluded from the **Simple List of Applications** but is available on the **Full Featured List of Applications**.

A link to the **Full Featured List of Applications** appears at the top of the page.

The **Full Featured List of Applications** may be viewed **By Application** or **By Reviewer**.

*Figure 21: Click **By Application** or **By Reviewer** to view a* **Full Featured List of Applications** *(IAR0007).*

A link to the **Simple List of Applications** has been added to the **Control Center**, **Full Featured List of Applications**, and **List of Meetings**.

Figure 22: Control Center (IAR0002)

Figure 23: List of All Applications Page (IAR0007)

Figure 24: List of Meetings Page (IAR0001)

NOTE: The **Simple List of Applications** is only available to SRAs/GTAs.

Full Featured List of Applications

On the **Score Matrix** and **List of Applications** pages, you may click on the PI's name to view a **Full Featured List of Applications** for the application record that was clicked on.
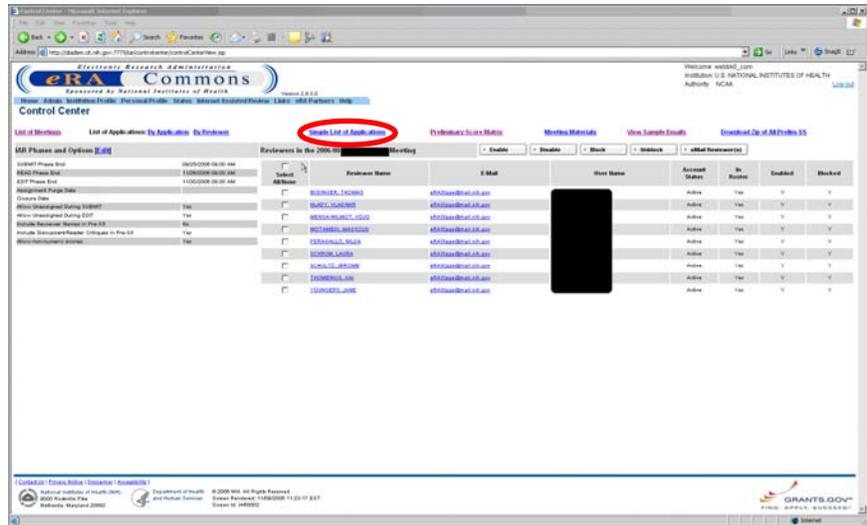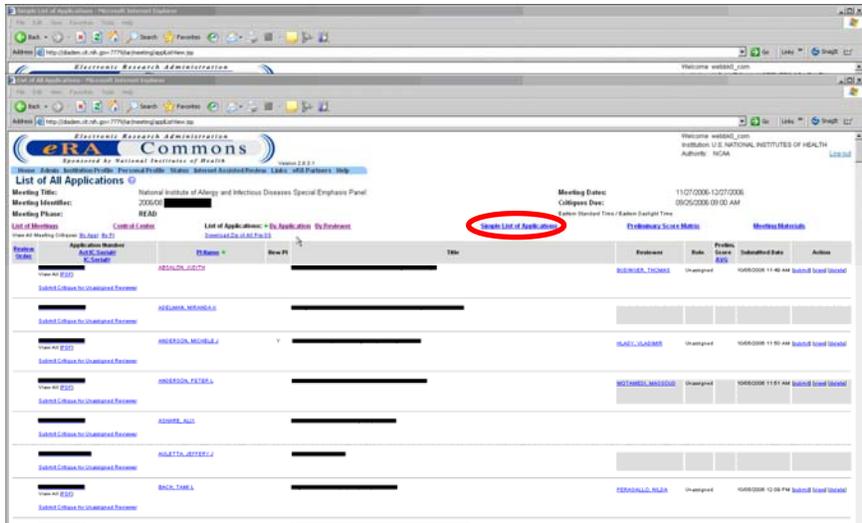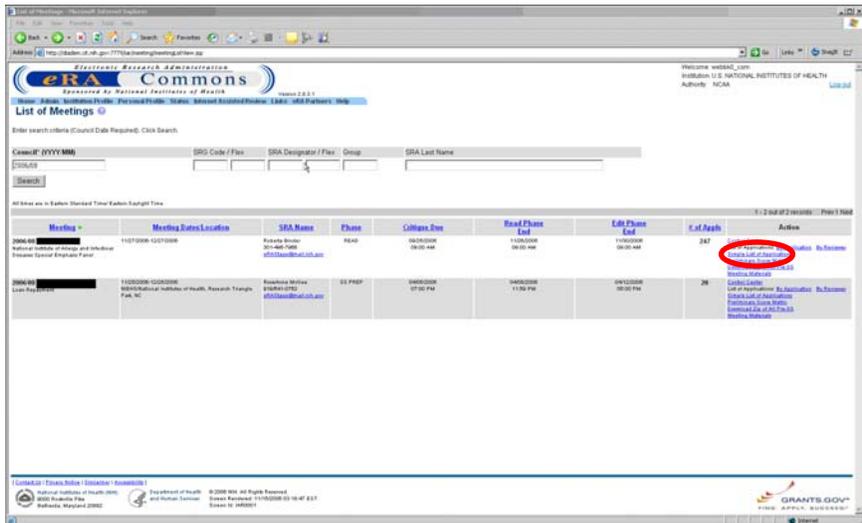

Figure 25: List of All Applications Page (IAR0007)

NOTE: This screen is available to internal NIH and Operating Division (OPDIV) users only.

Reviewer Critiques

You no longer have to navigate to the **List of Applications (By Reviewer)** in order to view a list of submitted critiques for one reviewer. By clicking on a reviewer's name in the **Control Center**, you will be able to view all applications assigned to that reviewer and applications for which the reviewer has submitted unassigned critiques. The same functionality is also available by clicking the reviewer's name on the **Full Featured List of Applications** screen.
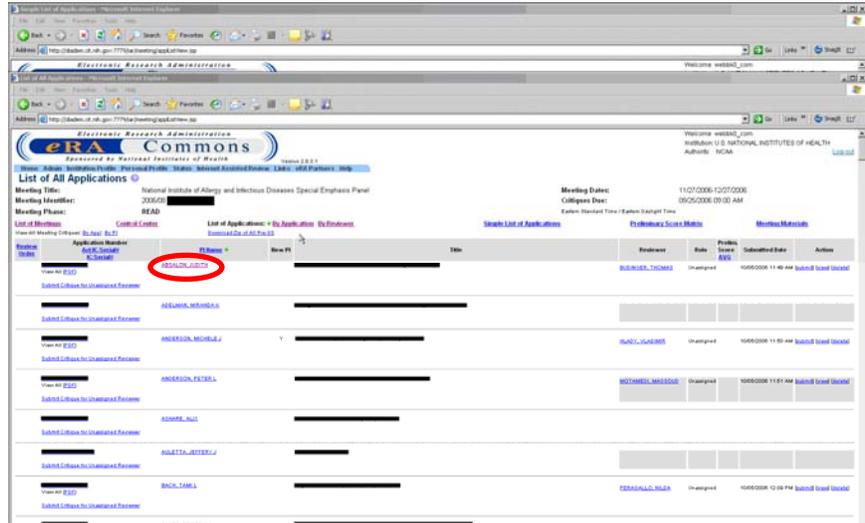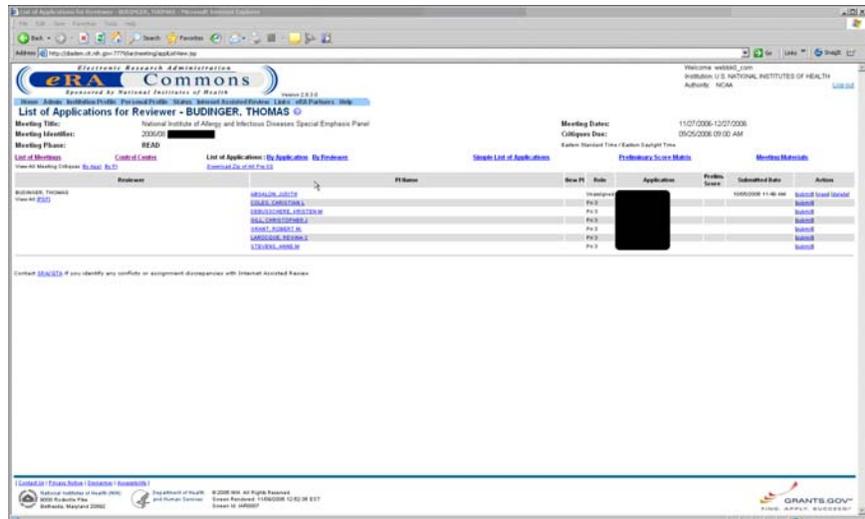

Figure 26: List of Applications for Reviewer (IAR0007)

NOTE: This screen is available to internal NIH and Operating Division (OPDIV) users only.

Mail Reviewers

In the **Control Center**, mail reviewers now have the appropriate annotation next to their name. This is based on the Reviewer Type as set up in Committee Management (Outside Opinion/Mail Reviewer Option).

Figure 27: Control Center (IAR0008)

NOTE: This screen is available to internal NIH and Operating Division (OPDIV) users only.

Review Order

Sortable Review Order (as set up in the Peer Review system) has been added to all screens in IAR that display lists of applications. This column is visible to all reviewers and internal NIH and Operating Division (OPDIV) staff.

Figure 28: Preliminary Score Matrix (IAR0008)

Discussant Critique Submission

If you are a discussant and have not submitted a critique, you may do so in the *Read* phase. However, once the critique is submitted in the *Read* phase you will not have the ability to resubmit the critique/score again during the *Read* phase.

Unassigned Reviewers

Once an SRA/GTA submits a critique for an unassigned reviewer, the list of reviewers will no longer display the reviewer who has already submitted the unassigned critique; as resubmission of the critique may now be done via the regular **Submit** link which appears on the **List of Applications** screen.

Blocked Reviewers

If you are a discussant on an application, you will be able to see the scores of other reviewers even if you did not submit your own critique/score and are designated as blocked. The concept of blocking is no longer applicable to discussants/readers.

Preliminary Score Matrix

A heading has been added to the Preliminary Scores column to specify that scores are from worst to best (left to right).

Figure 29: Preliminary Score Matrix (IAR0008)

Default List of Meetings

On the SRA's default **List of Meetings**, meetings will not be displayed if there is no start date **AND** the Submit Phase end date is not set **AND** Council Data of the meeting is more than 3 months in the past.
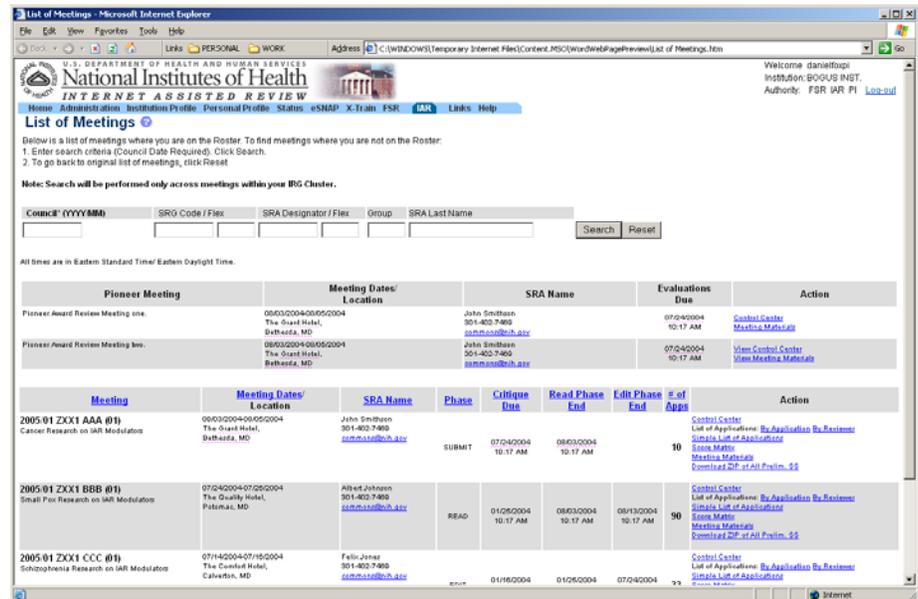

Figure 30: List of Meetings Page (IAR0001)

List of Meetings

For SRAs/GTAs, the **Search** and **Reset** buttons have been moved under the query field on the **List of Meetings** screen.
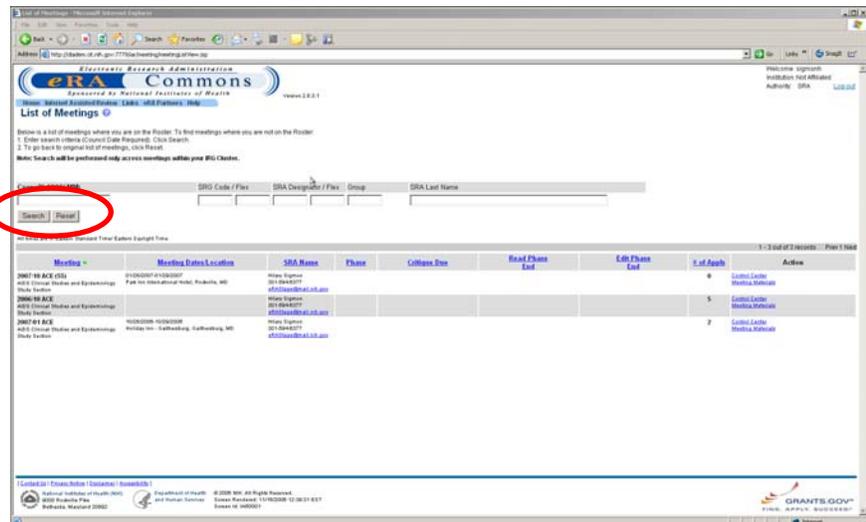

Figure 31: List of Meetings Page (IAR0001)

NOTE: The search feature on this screen is available to internal NIH and Operating Division (OPDIV) users only.

Subproject Grant Applications

When you click on the grant number for a subproject grant application you will be taken to the grant image of the parent application.

Financial Status Reports (FSR)

Foreign Institutions

A new checkbox has been created on the FSR Search screen for selecting foreign grants. This checkbox grants the Office of Financial Management (OFM) the ability to generate CAS transactions for these foreign FSRs.

The Foreign checkbox for foreign institutions is available to all users of the FSR system regardless of role.
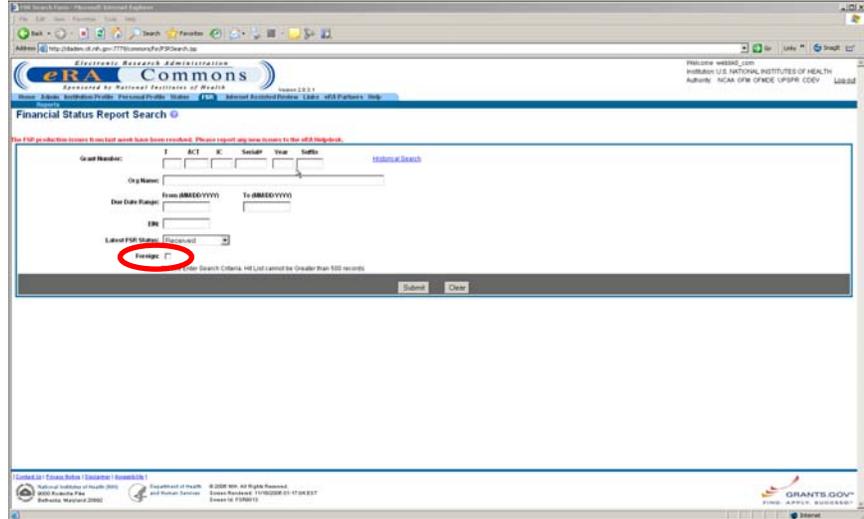

Figure 32: Financial Status Report Search Page (FSR8013)

NOTE: This screen is available to internal NIH and Operating Division (OPDIV) users only.

eSNAP

Editable Fields

The character limit for all editable institution/organization fields has been increased to 120 characters. Currently, this only affects the Name field.

Final Progress Reports

E-Mail

The following changes have been made to the e-mail that is sent when a Final Progress Report is submitted:

1. The Program Official (PO) for the grant has been added to the recipient list.

2. Throughout the body of the e-mail, "NIH Commons" has been changed to read "eRA Commons" due to Operating Divisions' (OPDIV) integration.