



NIH OFFICE OF EXTRAMURAL RESEARCH



ERA COMMONS UPDATE
Scarlett Gibb





xTrain Pilot Update

- Institutions participating in pilot
 - Cornell University (Vet School)
 - Massachusetts Institute of Technology
 - Northwestern University
 - Oregon Health & Science University
 - University of Michigan
 - University of Minnesota
 - University of Pennsylvania
 - University of Wisconsin
 - UT Southwestern Medical Center

Thank You



xTrain Pilot Update

- Training via Web conference held on Nov. 28
 - Positive feedback on Web conference format
- Pilot began on Dec. 3
- A few issues identified and quickly addressed
 - Viewing current support year from Trainee Roster
 - Creating Commons accounts for Trainees
- Have extended data entry portion of pilot to Jan. 31 due to time lost from initial issues



xTrain Pilot Update

- Receiving great suggestions and feedback from pilot users
 - Looking at flow of Trainee account set-up/profile updates in relation to the PD/PI initiation of Trainee appointments
 - Email notification distributions



xTrain Pilot Update

- xTrain resource Web site
 - http://era.nih.gov/services_for_applicants/other/xTrain.cfm
- xTrain available in External User Acceptance Testing environment (Ext-UAT) for non-pilot participants that would like to “play” with the functionality
 - <https://commons.uat.era.nih.gov/commons/>
 - Content of initial Commons screen will look different, but all Commons functionality available
 - Copy of production data through Sept. 6, 2007



eAdditions for NIH Staff

- eAdditions - Scientific Review Officers (SROs) can add documents to the grant folder post-submission
 - Documents are accessible to reviewers and appropriate NIH staff
 - Applicants have view-only access to documents
- No change in policy for application addenda
 - Original application remains intact
 - Addenda approved and added at discretion of SRO



eAdditions for NIH Staff

- Change to eRA Commons Status information screen
 - New link under “Other Relevant Documents” section called “Additions for Review” provides view-only access to addenda

The screenshot displays the eRA Commons interface. On the left, the 'General Grant Information' section is visible, showing fields for Status, Institution Name, School Name, School Category, Division Name, and Department Name. On the right, the 'Other Relevant Documents' section is shown, containing a list of document types: e-Application, Appendix: Appendix, eSubmission Cover Letter, and Additions for Review (0 documents). A red arrow points from the text in the slide to the 'Additions for Review' link.

General Grant Information		Other Relevant Documents ?	
Status:	Application entered into system	e-Application	
Institution Name:	EXT UAT DEMO CORP.	Appendix: Appendix	
School Name:		eSubmission Cover Letter	
School Category:		Additions for Review (0 documents)	
Division Name:			
Department Name:			



Recent Status Changes

October Commons Release

- New Status screen

Electronic Research Administration

eRA Commons

Sponsored by National Institutes of Health

Welcome CherDMoney
Institution: EXT UAT
DEMO CORP.
Authority: PI [Log-out](#)

Version 2.13.3.1

[Home](#) [Admin](#) [Institution Profile](#) [Personal Profile](#) **[Status](#)** [eSNAP](#) [xTrain](#) [Links](#) [eRA Partners](#) [Help](#)

[Recent/Pending eSubmissions](#) [List of Applications/Grants](#) [Search by Grants.gov Tracking Num](#)

Status

[Recent/Pending eSubmissions](#)

- Applications that require action (e.g., to view errors/warnings) prior to submission completion
- Applications that are available to view (during two business day correction window) prior to submission completion
- Applications that have been refused by Signing Official

[List of Applications/Grants](#)

- Funded Grants
- Successfully submitted applications, both paper and electronic
- Review assignment status, review results, summary statements, and Notices of Award
- Other Commons features (e.g., Just In Time, eSNAP, Closeout, Financial Status Report) for previously submitted applications/grants

Search by Grants.gov Tracking Num

- Enter the Grants.gov Tracking Number into the following box for easy access to a specific grant application

Grants.gov Tracking Number:



Recent Status Changes

October Commons Release

- Able to use Grants.gov tracking number throughout the lifecycle of the application/grant - even after the NIH assigns its own application ID.
- Reorganization of the application/grant data into two separate sections:
 1. Recent and pending electronic application submissions that require action to complete the submission process have been refused by a Signing Official or are within the two day assembled application viewing window
 2. List of applications/grants (both paper and electronic) that have been submitted successfully and are available for post-submission status. Also includes list of awarded grants for accessing other Commons features .
- Grouping of multiple submission attempts for a single application.



Recent Status Changes

- Community feedback
 - Would like SO or AO to be able to search by application submission date for internal reporting purposes. (Seen as lost functionality since Status changes.)



New Status Codes

- New Status Codes appearing in Current Application Status column when viewing List of Applications
 - More descriptive codes
(http://era.nih.gov/files/new_status_codes.pdf)



October eRA eXchange Release

- Extensive business rule validations for new grant programs (SC1, SC2, SC3 and U34).
- Updated eSubmission email notifications to reflect eRA Commons Status changes.
- Added ability to collect the area of science from Pioneer Award (DP1) and New Innovator (DP2) applications and store the information in the IMPAC II database for further electronic processing.
- Corrections were made to the interface used to download electronic applications from Grants.gov to NIH.



December eRA eXchange Release

- **Status query Web Service for applicant system-to-system users (Dec. 2007)**
 - Allows retrieval of grant application/grant status information throughout the grant lifecycle.
 - Now standard Web Service (previously only in ebXML format).
- **Corrections to \$250k and \$500k subtotal direct cost calculations**
 - Now match-up subaward periods with project budget periods based on start date and/or end date.



Coming Attractions - Commons

- xTrain changes based on Pilot feedback
 - Screen clean-up
 - Workflow corrections (e.g., require comment when NIH staff returns a submission, additional information added to notifications)
 - Corrected pre-population of Payback form
 - Fix Trainee account issue when multiple affiliations exist
- DP1 changes
 - Corrections to reference letter email text to referee
 - Changes to reference letter screen to provide flexibility in RFA/PA number format (frequent help desk call)
- On-going maintenance for performance and stability



Coming Attractions - Commons

- Financial Conflict of Interest
 - Currently high visibility topic internally at NIH
 - Creating tools for NIH staff
 - Looking at ways to provide conflict information from grantees electronically through eRA Commons



Coming Attractions – eRA eXchange

- Provide standard Web services for applicant system-to-system users (Feb. 2008)
 - Person Info Request – retrieves user profile
 - Person Info Update – update a user profile
 - Validation Response - retrieve a list of NIH validation (errors and/or warnings) messages resulting from the processing of an electronic grant application
 - Previously only in ebXML format



NIH OFFICE OF EXTRAMURAL RESEARCH



POLICY UPDATE
Marcia Hahn





Status towards requiring Just-In-Time, Closeout, and eSNAP



Status towards requiring Just-In-Time

- Remains the first priority (as recommended by the CWG at the 9/2007 mtg).
Requirements discussed at that meeting have been documented
- Some analysis has begun
- Will be a high priority for 2008 with first step to pull together an NIH focus group
- Desire to review the entire process, including e-Notifications



Status towards requiring Closeout

- A bit of a more comprehensive effort ongoing
- Tied to improvements to Closeout on the NIH side as well (**G**rant **C**loseout **M**odule). *Involves another eRA Team.*
- Focus group already formed and met regularly in the fall (*mostly discussing GCM improvements*).
- List of enhancements exists, including those discussed at the last meeting
- At the same time working on a major business process change to consolidate at NIH into the centralized Division of Extramural Activities Support (DEAS) unit



Status towards requiring eSNAP

- Immediate changes needed for new OMB-approved PHS2590. This list is currently being compiled by OPERA to be forwarded to eRA.
- Expect we will take the opportunity to also review any existing enhancements to see what else can be easily accommodated. After that, will assess possibility of requiring use.
- One effort that may also have an impact is the Fed-wide Research Performance Progress Report



Form Changes



PHS 398

- New OMB-Approved PHS 398 just posted last week. Guide Notices also issued.
- For electronic submission, only one PHS398 component will actually be changing
- On the Checklist Component will be added a new Disclosure Permission statement:
 - 6. **DISCLOSURE PERMISSION STATEMENT:** If this application does not result in an award, is the Government permitted to disclose the title of your proposed project, and the name, address, telephone number and e-mail address of the official signing for the applicant organization, to organizations that may be interested in contacting you for further information (e.g., possible collaborations, investment)? Yes No
- All components will be revised to remove the expiration date
- Revision request to be submitted to Grants.gov this week
- Will be in a separate queue for forms revision



SF424 (R&R)

- Two separate revision efforts in the works
- **FFATA Changes**
 - Mainly affects Project Performance site component—adding DUNS & Congressional District for each site
 - Fed register Notice issued mid Nov; Comments due mid January
- **Regular OMB-Approval**
 - Current form expires 4/2008.
 - R&R working group has compiled a set of changes that have been officially forwarded to Grants.gov to handle the OMB Clearance process. Will include normal Fed Register Notice/comment period
 - No idea of timeframe yet



SF424 (R&R): Proposed Changes of Note

- SBIR/STTR Component to be cleared as part of the R&R (*no longer NIH-specific*)
- Cover Component
 - Item 4: Add a new field for Agency Routing Identifier
 - Item 14: Delete congressional Districts of Projects (*Will capture on Project/Performance site instead*)
 - Item 16: Add a separate field for Total Non-Federal Funds
 - Item 18: Add document upload field for lobbying cert etc
 - Item 21: Delete upload for additional congressional districts



SF424 (R&R): Proposed Changes of Note (cont)

- Other Project Information
 - Item 1: Reorder HS section; Add new Q “Is the Project Exempt from Federal Regs? Y/N
 - Add new Q on impact on “Historic Places”. (New law)
- Senior/Key Person Profile
 - Add Degree Type Field
 - Add Degree Year Field
 - Add 2 more values in the Project Role LOV: Postdoctoral Scholar, Co-Investigator
- Budget: Mostly form functionality issues
 - Desire to allow salary & fringe columns to be blank
 - Desire to just have a bottom line per category
 - Auto fill of future years data from Yr 1
 - Allow budget justification to be loaded last
 - Need to accommodate skip year budgets



eFSR: Changes to Accommodate new FFR



eFSR

- Now required for all FSR submitted on/after 10/1/2007
- New Federal Financial Report (FFR) **will** have an affect on eFSR
- FFR Fed Register Notice issued 12/7/2007. Cmts due by 1/7/08
- NIH has provided significant comments to HHS for a consolidated response.
- Significant comments on the proposed changes in the timing of reporting and period of reporting (*not specific data fields*)
- Until the form is final, it is difficult to start any revisions to eFSR
- Have begun preliminary analysis comparing current data fields with the new. Most all the data fields are still there, just in a different order and slightly renamed.
- Immediate requirements will be focused on the annual reporting portion for Expenditures & Unobligated Balance.
- *Long-Term Dream Requirement: establish link with PMS through eFSR since the form is a combined 272 & FSR reporting*
- *Other fields for Federal Cash may be added but grayed out for now.*



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ESUBMISSION UPDATE
Megan Columbus





Two-day Error Correction Window

- Error correction window reduced from 5 business days to 2 effective Jan. 8, 2008 ([NOT-OD-08-018](#))
- Electronic applications will be considered “on-time” if:
 - Required registrations must be complete prior to the initial submission.
 - Initial successful submission to Grants.gov must have a timestamp by 5:00 p.m. local time of the applicant organization on the receipt date.
 - Applicants must correct errors and/or warnings within the **two business days** following the receipt date.
 - All application corrections must be in response to a system-identified error/warning (submissions with additional changes may be refused).
 - If final submission is sent after the receipt date, a cover letter attachment must be included identifying the system-identified errors/warnings that have been corrected.

Feedback & Discussion



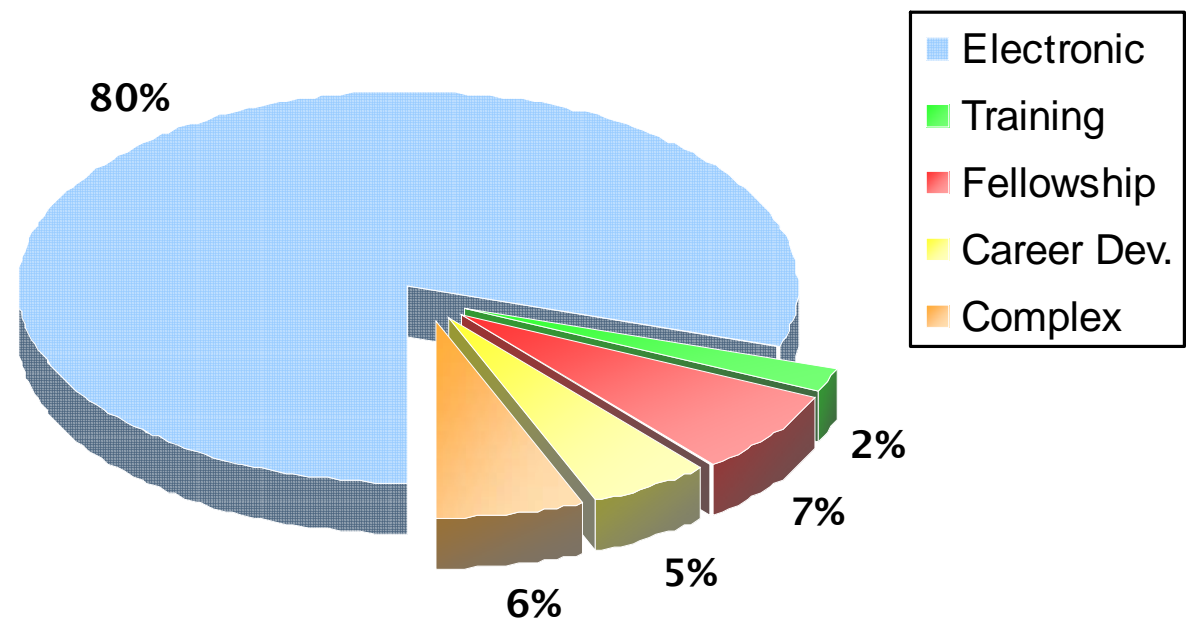
Transition to Adobe & Grants.gov 2007 System

- NIH is currently completing new forms testing
- Will post several FOAs with Adobe packages in Spring 2008
 - Raise awareness through NIH Guide Notice
- If no major issues, full transition will quickly follow (target completion Summer 2008)
- Large, standing submission dates for February & March 2008 will use PureEdge



Coming Mechanism Transitions

- Fellowships (F)
- Career Development (K)
- Training (T)
- Complex





Handling Administrative Supplements in an SF424 World

- Currently grantees submit all supplement requests directly to awarding IC on PHS 398.
 - Requires NIH and grantees to continue maintaining both 398- and 424-based systems.
 - Delays advantages of full electronic submission.
- Proposed future process:
 - Grants.gov solution allowing SF424 submission.
 - Targeted FOAs will be developed for all announced supplement programs, such as those for reentry and diversity.
 - System routes application directly to IC for review.