

## eRA Commons “To Do” List

| Tracking #              | Date       | Description  | Prio.      | Comments  |
|-------------------------|------------|--|------------|---|
| <b>Closeout/iEdison</b> |            |  |            |   |
| CQERA00025071           | 2005-06-02 | <b>Show submitted items on Closeout hitlist</b><br>When a user runs the "Closeout" query on the status page, the hitlist should show Final Invention Statement (FIS) and Final Progress Report (FPR) Submission Dates.   | <u>Med</u> | <u>Changed business process to show received when sent to the Grants Management Office (GMO) instead of after GMO signoff. Users would like to be able to see GMO actions in Commons. Would like to be able to delegate this functionality.</u> |
| CQERA00025457           | 2005-06-20 | <b>Inventions reported through iEdison are not reflected in Closeout</b>   | <u>Med</u> |   |
| CQERA00025458           | 2005-06-20 | <b>Incorrect pop-up box for PI in invention reporting</b><br>When a PI routes Closeout documents to the SO for review and submission, a text pop-up box indicates No Inventions are reported even when inventions are, in fact, reported.                                    | <u>Bug</u> |   |
| CQERA00031512           | 2006-01-24 | <b>Closeout submission information needs to be updated in Result of Action</b><br>If a Financial Status Report (FSR) is submitted it must be properly reflected in Closeout.   | <u>Bug</u> | <u>May be a</u> Addressing with <u>nightly</u> script as workaround.  |
| CQERA00034379           | 2006-05-05 | <b>Closeout Export to Excel should be more user friendly</b><br>E.g., defaults to .csv format, must use URL to access results  | <u>Low</u> |   |
| CQERA00036531           | 2006-07-26 | <b>Make the SO and PI Closeout status view consistent.</b><br>Currently, the PI may see a closed link while the SO's link is still "Requires Closeout".  | <u>Bug</u> |   |
| CQERA00044636           | 2007-07-10 | <b>Commons Status Closeout link is visible by Multiple-PI (MPI) user</b><br>The Closeout link in Commons Status should not be visible when logged in as MPI for that application; only the Contact PI should have the link.  | <u>Low</u> |   |
| CQERA00045165           | 2007-08-03 | <b>Paper submissions not reflected in Closeout</b><br>SO has no indication that a paper submission has taken place. Note: we do not scan these paper documents so the SO does not have access to the actual document, just an indication that a document has been submitted. | <u>Low</u> | Enhancement   |

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|                          |            | NIH is running script files that allow the existence of paper submissions to be indicated in Closeout.  |             |   |
| CQERA00045161            | 2007-08-03 | <b>Analyze affect of Federal-wide form efforts on the Final Invention Statement</b><br>We currently have built the Final Invention Statement (HHS 568) into Closeout and iEdison. Use of iEdison by all agencies may be required.   |             |   |
|                          |            | <b>Provide ability for users to enter any changes to the original target/planned enrollment data.</b>   | <u>High</u> | <u>Action item from last meeting</u> <u>Closeout out element for final figures, but largely eSNAP issue. Would at least need workaround (e.g. separate upload) and long term plan, prior to requiring Closeout through Commons.</u> |
| <b>Commons Demo</b>      |            |   |             |   |
| CQERA00033061            | 2006-03-16 | <b>Limit all file sizes for uploads in Commons Demo</b><br>Limit all file uploads in Commons Demo to 0.5 MB.  |             | Enhancement   |
| CQERA00033280            | 2006-03-24 | <b>Ability to create "Class" for Commons Demo classes.</b><br>Allow NIH staff to create a set of user accounts for a Commons Demo for the purposes of conducting a class. The feature must allow:<br><br>1) Specify the prefix for the account, like 'Boston" so that accounts can be created like Boston01, Boston02, etc.<br>2) Specify number of Accounts to be created<br>3) Org Name, email address, and Roles for the set of accounts.<br>4) All Accounts must have permanent passwords so that users do not have to change them later.<br>5) Must have confirmation page with a list of all accounts/passwords so that end-user can print it and take to class |             | Enhancement<br><br>NIH can facilitate account creation for a class upon request.  |
| <b>Commons - General</b> |            |   |             |   |
| CQERA00018330            | 2004-04-30 | <b>Modify Institutional Profile File (IPF) to validate and allow multiple</b>   | <u>High</u> | Enhancement   |

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|               |            | <p><b>Animal Welfare Assurance Numbers</b><br/>                     Must allow for multiple Animal Welfare Assurance Numbers to be entered and maintained.<br/>                     Consult with Office of Laboratory Animal Welfare (OLAW) on validation requirements.<br/>                     E.g. Verify Animal Welfare Assurance Number begins with an 'A' and ends with -01.</p> |       |             |
| CQERA00018339 | 2004-04-30 | <p><b>Add Account Administrator (AA) to the Cc: in initial registration process</b><br/>                     The AA should be Cc:ed when the account information is sent at the completion of the registration process.</p>  |       | Enhancement |
| CQERA00018373 | 2004-05-04 | <p><b>Show Special Emphasis Panel (SEP) participation in Create Account Process</b><br/>                     Only participation in standing review committees can be seen in the create account process. Approved SEPs need to be added to Create Account Validate Roles Pages.</p>  |       | Enhancement |
| CQERA00019628 | 2004-07-15 | <p><b>Maintain Account Query should default to All instead of Active</b><br/>                     Modify Accounts should default to All instead of Active. Note that it should still be acceptable to perform query by role type. Maintain Account and Create Account should be reversed in the display on the menu.</p>   |       | Enhancement |
| CQERA00020545 | 2004-08-24 | <p><b>Office of Laboratory Animal Welfare (OLAW) Submission of Initial and Annual Report</b><br/>                     OLAW would like for us to capture their initial and annual reports in Commons. Also, display within Commons annual reports that are currently scanned by OLAW.</p>   |       | Enhancement |
| CQERA00021057 | 2004-09-27 | <p><b>Provide Additional Document Links within Status Details Page</b><br/>                     Need to enhance Grant Folder in Commons and show all Notice of Awards (NoAs), all Financial Status Reports (FSRs), and all electronic Streamlined Non-competing Award Process (eSNAPs)</p>   |       | Enhancement |
| CQERA00022411 | 2004-12-14 | <p><b>Update all eRA email messages &amp; convert to eNotification System</b><br/>                     Review and standardize all notification language. Use common system for notification distribution.</p>  |       | Enhancement |
| CQERA00022930 | 2005-01-28 | <p><b>Combine Create Account and Maintain Account into One Interface</b><br/>                     Commons Create Account and Maintain Account should be put into one interface so that Create Account is called from Maintain Account.</p>   |       | Enhancement |
| CQERA00022938 | 2005-01-28 | <p><b>USER_ID in Commons Must Never be Reused <u>by a Different Person</u></b><br/>                     Users should not be allowed to reuse Commons IDs that have ever been in the</p>  |       | Enhancement |

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|               |            | system <u>unless it is to reinstate the user id for the same person.</u>   |       |             |
| CQERA00022950 | 2005-01-28 | <b>Change USER_ID field name in Forgot Password, in User Search, and Create Account</b><br>Use consistent term for User Name throughout eRA system.  |       | Enhancement |
| CQERA00022953 | 2005-01-28 | <b>Add an Export to Excel feature to Maintain Accounts</b><br>Maintain Accounts requires an export feature for Administrators in large institutions.   |       | Enhancement |
| CQERA00023058 | 2005-02-03 | <b>Expand DUNS - a required field - to allow for a 9+4 Number</b><br>Data Universal Number System (DUNS) is a required field on registration. That field should be expanded to 9+4. This will allow institutions that are affiliated but have different institutional profile numbers to share the same base 9 digit DUNS to work together since the expanded field would be unique.   |       | Enhancement |
| CQERA00024314 | 2005-04-21 | <b>Modify password error message to provide additional guidance</b><br>When a user is changing their password and they choose a password that does not conform to the password policy, display to the user a message indicating why the proposed password does not conform.  | High  | Enhancement |
| CQERA00024489 | 2005-05-03 | <b>Add institutional Commons support contact to Institutional Profile File (IPF)</b><br>Provide a space in the IPF for institutions to enter the contact information they would like their own staff to use for internal Commons questions and issues. This could be a name, phone and email address or it could be a link to a web page that contains the information.  |       | Enhancement |
| CQERA00024493 | 2005-05-03 | <b>Institutional Commons Reports</b><br>Administrators would like canned reports to monitor their institutions usage of the Commons. The reports identified so far are:<br>1) List of PIs given the eSNAP submit authority<br>2) List of PIs and the users they have delegated responsibility to   | High  | Enhancement |
| CQERA00024823 | 2005-05-19 | <b>Add ability to record multiple human subject assurance numbers in the Institutional Profile File (IPF)</b><br>Currently, only 1 human subject assurance number is allowed in the IPF. We need to allow for multiple assurance numbers. When this is added, eSNAP will need to be modified to make the user select the correct assurance number if there are human subjects involved and there is more than one assurance number in the IPF. | High  | Enhancement |
| CQERA00025067 | 2005-06-02 | <b>Account Affiliation - Don't allow roles to carry over to multiple</b>   | High  | Enhancement |

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|               |            | <b>institutions</b><br>If a role, such as SO, is given to a user after they have been affiliated with a 2nd institution, that role will be in effect for both institutions. This should not happen.   |                     | <a href="#">Dupe to 45166?</a>                                 |
| CQERA00027134 | 2005-08-31 | <b>In Create Account look outside of institution for profile</b><br>When creating a PI account through the account maintenance screen, the user should have the ability to search for a PI outside of their own institution if they don't see the correct person listed.                                  |                     | Enhancement  |
| CQERA00029952 | 2005-11-21 | <b>Remove old hierarchy data from Status Details screen</b>   |                     | Enhancement  |
| CQERA00033286 | 2006-03-24 | <b>PPF - Modify Employments so that you only need to specify required items for current addresses.</b><br>Phone and Address are required for an employment only if the employment is current (i.e., no end date specified or end date is in the future).  |                     | Enhancement  |
| CQERA00033519 | 2006-04-03 | <b>Remove System Notifications check box in Person Profile</b><br>The System Notifications check box on the Person Profile screen does not do anything and is confusing to end-users. It needs to be removed.   |                     | Enhancement<br>Will pursue use of subscription-based listserv. |
| CQERA00033853 | 2006-04-17 | <b>Allow greater flexibility in characters used in URLs</b><br>Currently can not handle “#” in URLs.  |                     |  |
| CQERA00033854 | 2006-04-17 | <b>When viewing Assurance and Certifications user should not be able to enter Explanation</b>   |                     |  |
| CQERA00033889 | 2006-04-18 | <b>PI Status Screen sorted-down by application number is incorrect.</b>   |                     |  |
| CQERA00034863 | 2006-05-23 | <b>Standardize Instructions for formulating Commons Passwords</b>   |                     |  |
| CQERA00039096 | 2006-10-31 | <b>Disallow upload of reference letters greater than 3 MB and provide appropriate error message</b>   |                     |  |
| CQERA00041375 | 2007-02-16 | <b>In the Personal Profile File (PPF) if a user selects the check box "US Citizen" then Citizenship country should be US</b><br>When user edits Personal Profile and checks US Citizenship, but Citizenship Country is not US, there must be an error message prompting user to correct this discrepancy. |                     | Enhancement  |
| CQERA00042128 | 2007-03-20 | <b>Personal Profile File (PPF)- Race/Ethnicity - Profile Id not found error</b><br>After changing password from Change password screen, system returns back to PPF page and prompts the user to change the profile.<br><br>On the Race and Ethnicity page, selecting a Race category returns “Profile ID  | <a href="#">Bug</a> |  |

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|               |                   | is not found. Please contact the NIH administrator. (ID: 30142) Display Error”   |             |                       |
| CQERA00042600 | 2007-04-09        | <b>Personal Profile File (PPF) Edit - Do not require ZIP code if non-US address</b><br>When user is editing or entering non-US address, the validation for the required ZIP code should not be run.  |             |                       |
| CQERA00043363 | 2007-05-14        | <b>Maintain Account by User ID returns no results</b><br>Issue in Admin/Accounts/Maintain Account when entering User ID of a known Account for the Org no results are returned. If Last Name is entered the expected results are returned including the account that was entered for User ID.              |             |                       |
| CQERA00043771 | 2007-06-04        | <b>Pop-up calendar not showing in intuitive screen position</b><br>We need to control where the calendar pop-up appears. Sometimes it appears near the bottom of the screen where the user has to scroll downwards to see it.  |             | Enhancement           |
| CQERA00044227 | 2007-06-26        | <b>Employment Record is not created when PI role is added to Internet Assisted Review (IAR) user</b><br>When unaffiliated account is affiliated to an Institution, if account is missing an Employment address, the address should be seeded from the Institution.   |             |                       |
| CQERA00045018 | 2007-07-25        | <b>Multiple –PI (MPI) designation missing on Status eApplication Search Result</b>   | <u>High</u> |                       |
| CQERA00045166 | 2007-08-03        | <b>Delegation does not account for the Affiliation</b><br>Currently, the delegation of the PI is implemented without taking the affiliation of the grantee organization into consideration. The database structure used to store the delegate data only captures the delegator and delegatee relationship. | <u>High</u> | <u>Dupe to 25067?</u> |
|               |                   | <b>Investigate possibility of including Commons link to document explaining why a proposal was withdrawn for non-compliance</b>  |             | From last CWG mtg.    |
| CQERA00045584 | 2007-08-24        | <b>On status details screen, do not show the award issued date until the actual date of the award is less than or equal to sysdate (meaning the date is reached today).</b>  |             |                       |
|               |                   | <b>All Commons functions must incorporate Multiple-PI functionality</b>  |             |                       |
|               | <u>2007-09-09</u> | <u><b>Single Delegation Screen</b></u><br><u>Currently each delegation requires a separate process. Would like to have a single screen where PI can manage all delegations.</u>  |             |                       |
|               | <u>2007-09-09</u> | <u><b>Employment record should default to non-federal and fields like “title” and “position” should be clearly defined on screen</b></u>   |             |                       |

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| <b>Electronic Streamlined Non-competing Award Process (eSNAP)</b> |                       |   |                           |  |
| CQERA00019738   | 2004-07-21            | <b>Do not provide eSNAP link or indicate eSNAP overdue if paper submission has occurred</b><br>Add check for paper submission date so that once the paper submission has occurred the grant will no longer be flagged eSNAP eligible or overdue.              | <u>Low</u>                | Enhancement<br><u>Fixed?</u>   |
| CQERA00020525   | 2004-08-24            | <b>Update Business Official in internal database</b><br>eSNAP captures Business Official, but it is not updated properly in internal database.  | <u>Low</u>                | Enhancement<br><u>Will not need mailing address when move to electronic.</u><br><u>How is the information used? Are we capturing information to use at time of award?</u><br><u>Admin Official name should not change if different SO submits.</u><br><u>Need to review our process – can we support form data person vs. who submits?</u> |
| CQERA00032805   | 2006-03-09            | <b>Provide ability to indicate Commons User ID for Key Personnel</b>  | <u>Low</u>                | Enhancement  |
| <del>CQERA00023028</del>  | <del>2005-02-02</del> | <del><b>eSNAP – Allow for multiple file uploads</b></del><br><del>eSNAP currently allows for 3 files to be uploaded into the system. Users would like to be able to add more.</del>   |                           | <del>Enhancement</del>   |
| CQERA00023063   | 2005-02-03            | <b>Modify eSNAP Initiation Time period</b><br>Restrict eSNAP initiation prior to 6 months before budget end date (Status and eSnap). Show a warning if between 3 and 6 months (eSnap).  | <u>Low</u>                | Enhancement  |
| CQERA00023380   | 2005-02-23            | <b>Incorrect display of budget period dates on eSNAP when R21 was converted to R01</b><br>The budget dates that appear on the "Edit Business" screen in eSNAP are incorrect when an R21 has been converted to an R01 and there is not an 01 year for the R01. | <u>Bug</u>                |  |
| CQERA00041378   | 2007-02-16            | <b>When user has a PI Role and is also a PI delegate for another PI, there are problems accessing eSNAP functionality</b>   | <u>Bug</u><br><u>High</u> | <del>Enhancement</del> <u>Allow delegation, fix eSNAP</u>  |

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| CQERA00042664 | 2007-04-11 | <p><b>Only allow comments if the No checkbox for Assurances and Certifications is selected</b></p> <p>Currently, the system allows comments even if neither the Yes or No checkbox for the Institutional Profile File (IPF) Assurances and Certifications is selected. Comments should only be allowed when the No checkbox is selected.</p>   | <a href="#">Bug</a><br><a href="#">Low</a>  |  |
| CQERA00044980 | 2007-07-24 | <p><b>eSNAP Key Personnel List - Months Devoted to Project validation</b></p> <p>eSNAP does not perform validations on Months Devoted to Project when PI (Contact) Calendar = 0 and all MPI months are null. Receive 'No errors found on validation' when clicking Validate button.</p>  | <a href="#">Bug</a><br><a href="#">High</a> | <a href="#">Help Desk has scripted workaround.</a>   |
| CQERA00045102 | 2007-07-31 | <p><b>Human Subject look up values for eSNAP should not include E7 and E8.</b></p>   | <a href="#">Bug</a>                         | <a href="#">Enhancement</a><br><a href="#">Hide internal-only E7, E8 values from list.</a>   |
| CQERA00045160 | 2007-08-03 | <p><b>eSNAP enhancements</b></p> <ol style="list-style-type: none"> <li>1. Remove ability for PI to delegate to another PI. We need to know how many of these cases we currently have in Production. Also we need to know how many accounts do we have that have both PI and ASST roles on the account.</li> <li>2. Add capability for MPI to do everything PI can do in terms of eSnap.</li> <li>3. Need capability to change the Contact PI on a type 5 grant. A Key Personnel page could be a candidate page to implement this functionality.</li> <li>4. Implement collapsible sections within the Citations page of the eSnap to allow for easier management of the MPI citations.</li> <li>5. Implement capability for all MPIs to sign off on the eSnap before it is submitted to NIH.</li> </ol> |   | <p>Enhancement</p> <p>From last CWG mtg.: Allow eSNAPs to be routed between all PD/PIs on Multi-PI application and provide ability to capture notes.</p> <p><a href="#">For #2, add ability for all but clearly indicate contact PI.</a></p> <p><a href="#">#5 needed since eSNAP is system of record for PI signature</a></p> |
| CQERA00045509 | 2007-08-22 | <p><b>Provide ability to enter changes to original target/planned enrollment data</b></p> <p>We have screens for users to enter Inclusion Enrollment information (Edit Business/Inclusion Enrollment), but do not have the ability for users to enter any changes to the original Target/Planned Enrollment data.</p>  | <a href="#">High</a>                        | <a href="#">Per Policy, this missing functionality is a showstopper.</a>   |

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|  |                   | Explore closer integration between eSNAP and internal Population Tracking.   |             |             |
| CQERA00045161  | 2007-08-03        | <b>Analyze requirements for new Federal-wide Progress Report</b>   |             |             |
|  | <u>2007-09-09</u> | <u>Placeholder – potential revisions to 2590</u>   |             |             |
|  | <u>2207-09-09</u> | <u>Provide toggle to all users to “View mine” vs. “View All”</u>   |             |             |
| <b>Financial Status Report (FSR)</b>   |                   |  |             |             |
| CQERA00024492  | 2005-05-03        | <b>Provide ability to export FSR search results into Excel</b>   |             | Enhancement |
| CQERA00044717  | 2007-07-12        | <b>Allow HHS Operating Divisions and other agencies that would like to use the service to submit FSRs via the Commons</b>  |             | Enhancement |
| CQERA00045161  | 2007-08-03        | <b>Analyze requirements for new Federal-wide Financial Report (FFR)</b><br>The FFR will eventually replace the FSR.  |             |             |
|  | <u>2007-09-09</u> | <u>If No Cost Extension isn’t done for supplements, then shows up as “FSR Due” but shouldn’t</u>   |             |             |
| <b>Internet Assisted Review (IAR)</b>  |                   |  |             |             |
| CQERA00028775  | 2005-10-24        | <b>Internet Assisted Review menu item does not highlight</b><br>When you click on the "Internet Assisted Review" menu item it is not highlighted   |             |             |
| CQERA00028802  | 2005-10-24        | <b>Reject IAR account creation shows welcome screen</b><br>After a user goes through the IAR reviewer account creation process, if the user clicks on the Reject Account Request button the completion of NIH Commons Account creation process welcome page is displayed.  |             |             |
| <b>Just-In-Time (JIT) <u>** Would like JIT to be made the next priority to complete electronic application process. **</u></b> |                   |  |             |             |
| CQERA00021052  | 2004-09-27        | <b>Allow Administrative Official (AO) to run JIT Query</b>   | <u>High</u> | Enhancement |
| CQERA00027132  | 2005-08-31        | <b>Incorrect footer in JIT email to PI</b><br>The footer on the email sent to the PI about a JIT submission has the text “Please access the NIH Commons at <a href="https://commons.era.nih.gov/commons/">https://commons.era.nih.gov/commons/</a> ”.  | <u>Bug</u>  |             |
| CQERA00037146  | 2006-08-18        | <b>Failed to Submit JIT as uploaded file does not convert to PDF file</b><br>Login Commons as SO who has available JIT to submit.<br>Perform an Upload of a file and click on save or submit.<br>Verify system displays an error as seen in the attachment.<br><br>Error Message:<br>Failed to Submit JIT as the other support which was uploaded is not yet converted to PDF file. (ID: 4715) Display Error | <u>Bug</u>  |             |

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| CQERA00043991                                     | 2007-06-14        | <b>Add ability to delegate JIT authority to Assistant (ASST)</b>   | <u>Med/High</u> | Enhancement<br><u>Upload, but not submit.</u> |
| CQERA00045162                                     | 2007-08-03        | <b>JIT - Revisit and Improve</b><br>Review existing JIT functionality and get it up to speed with most current policy. <ul style="list-style-type: none"> <li>– Add MPI ability to submit JIT.</li> <li>– <b>Allow multiple JIT Submissions</b><br/>                             Improve functionality to allow multiple submissions (currently only get one shot) so that pieces can be submitted as they become available rather than having to hold all submissions until everything is available.</li> <li>– Provide ability to upload other files<br/>                             NIH Institutes often have other information they request JIT so we need a generic file upload capability.</li> </ul> |                 | Enhancement<br>placeholder                    |
|   | <u>2007-09-09</u> | <u>Commons should reflect paper JIT received.</u>  |                 | <u>May require grants management changes.</u> |
| <b>No Cost Extension (NCE)/Project Extensions</b> |                   |  |                 |   |
| CQERA00014480                                     | 2005-11-05        | <b>Allow user to select any month 1-12 extension</b><br>Current functionality limits user to only 3 choices – 6, 9 or 12.  | <u>High</u>     | <u>Allowed in policy; showstopper.</u>        |
| CQERA00024312                                     | 2005-04-21        | <b>Enhance No Cost Extension Functionality to allow extension of multiple associated records (e.g., parent and supplement)</b><br>Prompt user to provide opportunity to automatically extend any other associated record (could have multiple supplement records) when they go to extend any one.  |                 | <u>Enhancement</u>                            |
| CQERA00034118                                     | 2006-04-26        | <b>Manage Extension system does not remove already extended grants from hitlist</b>  | <u>Bug</u>      |   |
| CQERA00035420                                     | 2006-06-13        | <b>NCE always rounds off the extension to the end of the month</b><br>When clicking a year extension for a No Cost Extension, Commons is going to the end of that month 12 months out instead of to the day of the month that make it exactly a year in cases where the grant was to end mid month.  |                 |   |
|   | <u>2007-09-09</u> | <u>Provide option to upload documents.</u>   |                 |   |