

# eRA Commons Release Notes

## Version 2.12.2.7

### General Enhancements

#### Performance

This release of Commons will improve performance by implementing changes to the **Status** screens. The eAdditions functionality will also be introduced.

### Internet Assisted Review (IAR)

#### eAdditions

After an application has been received (either electronically from Grants.gov, or on paper), Division of Receipt & Referral staff in the Center for Scientific Review will often receive additional material from the applicant, that either clarifies or supplements information found on the original application. Although they are under no obligation to do so, Scientific Review Administrators will often deem it appropriate for application reviewers to have access to this information. As a result, the additional material is accepted and made available to reviewers.

The Center for Scientific Review will have the ability to store and distribute additional post-submission material, via a set of system enhancements collectively known as “Electronic Additions for Review” (eAdditions). eAdditions will be available in the Grant Folder.

#### SRA

To view eAdditions:

1. Click on the **Internet Assisted Review** tab to access the **List of Meetings** screen.

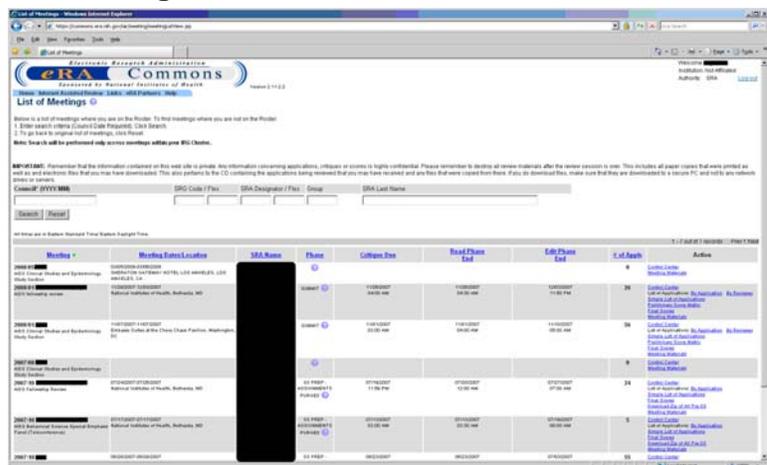


Figure 1: List of Meetings Screen (IAR0001)

2. Click one of the **List of Applications** hyperlinks ([By Application](#), [By Reviewer](#), or [Simple List of Applications](#)).

**By Application**

- a. Click the [grant number](#) hyperlink in the **Application Number** column on the **List of All Applications** screen.

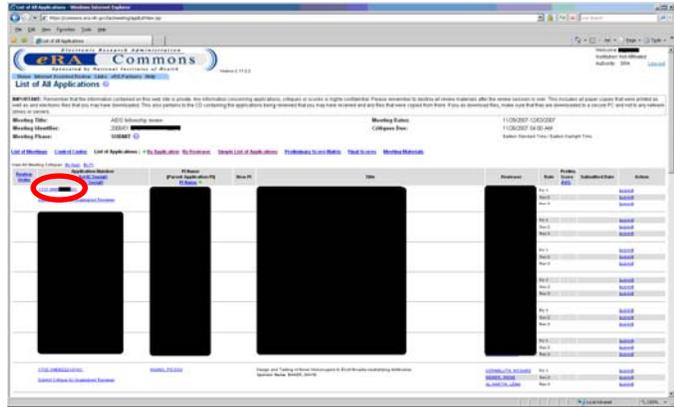


Figure 2: List of All Applications (By Application) (IAR0007)

**By Reviewer**

- b. Click the [grant number](#) hyperlink in the **Application** column on the **List of All Applications** screen.

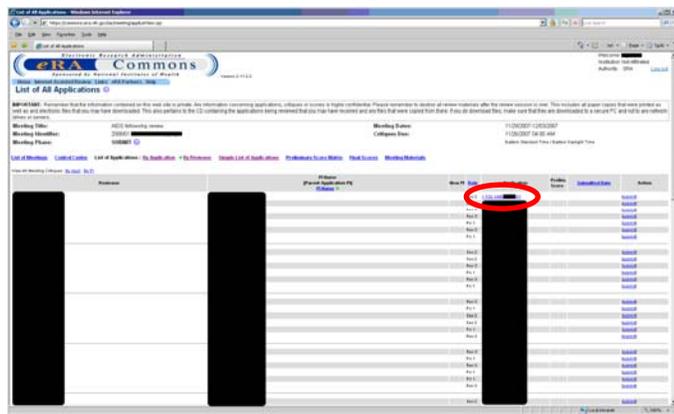


Figure 3: List of All Applications (By Reviewer) (IAR0007)

## Simple List of Applications

- c. Click the [grant number](#) hyperlink in the **Application Number** column on the **Simple List of Applications** screen.

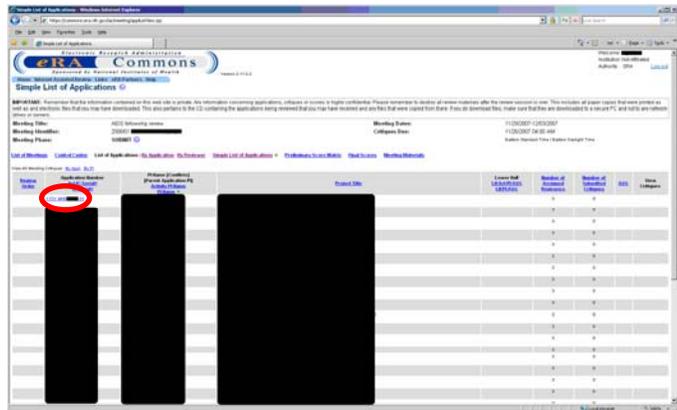


Figure 4: Simple List of Applications (IAR0007)

3. The **Grant Folder** will be displayed.

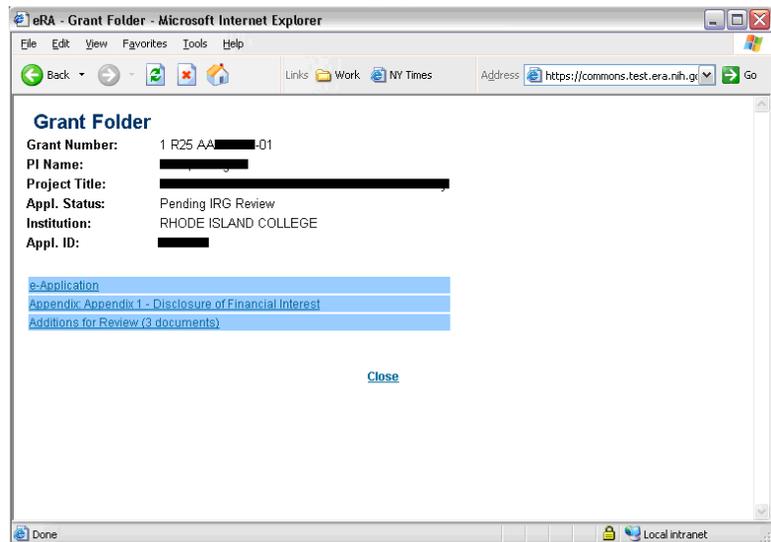


Figure 5: Grant Folder

4. Click the [Additions for Review](#) hyperlink in the **Grant Folder**.

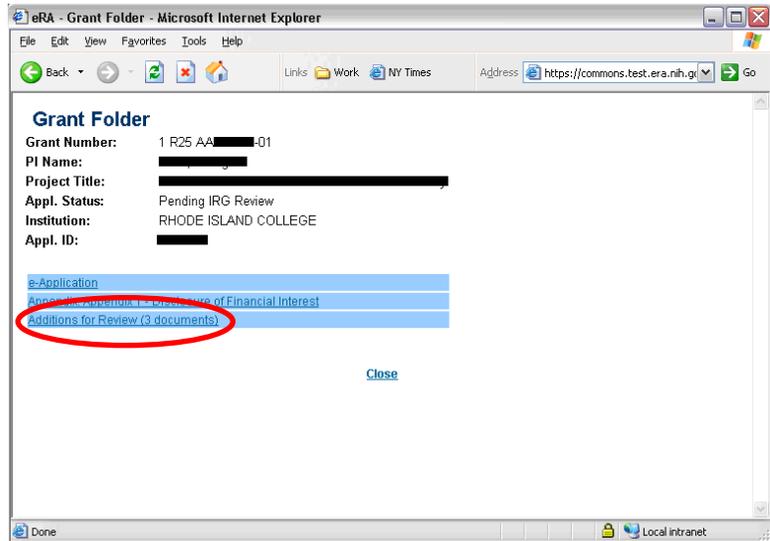


Figure 6: Additions for Review Hyperlink

5. The **Additions for Review** will appear. Click the corresponding hyperlink to access the file.

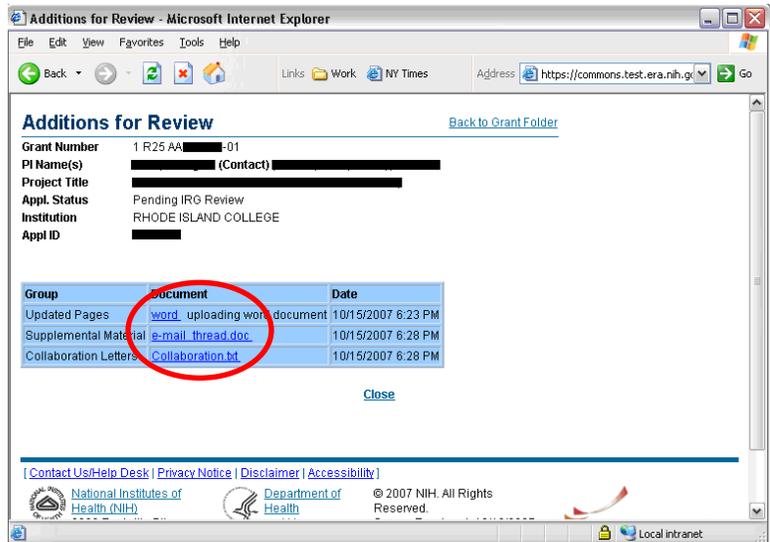


Figure 7: Additions for Review

## Reviewer

To view eAdditions:

1. Click on the **Internet Assisted Review** tab to access the **List of Meetings** screen.

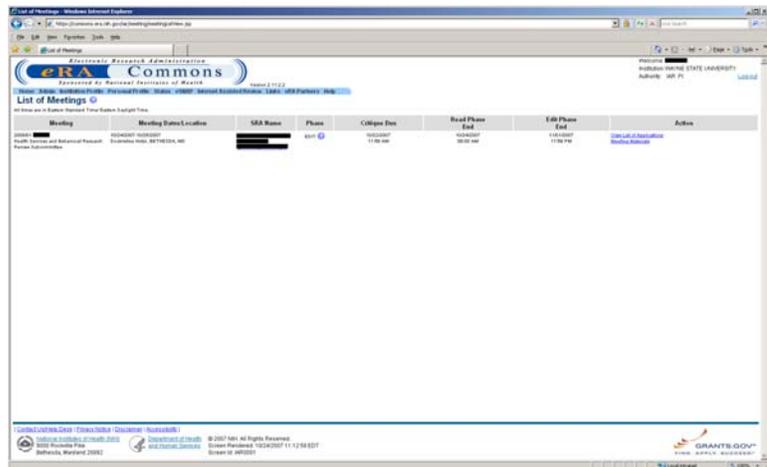


Figure 8: List of Meetings Screen (IAR0001)

2. Click the **View List of Applications** hyperlink.

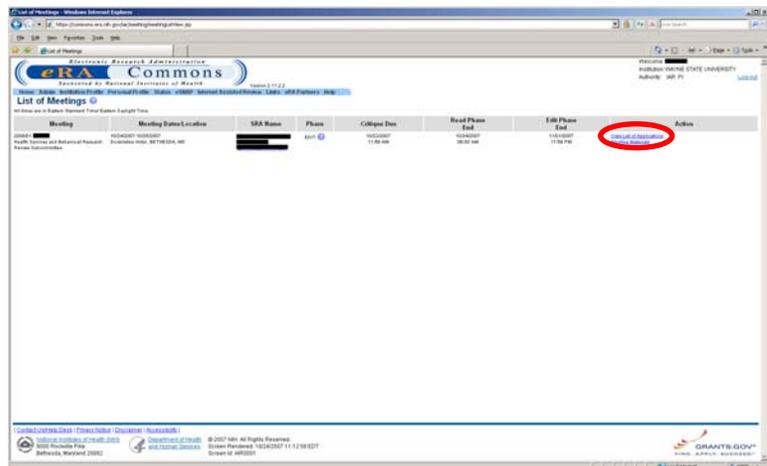


Figure 9: View List of Applications Hyperlink (IAR0001)

- Click the [grant number](#) hyperlink in the **Application** column on the **List of Applications** screen.

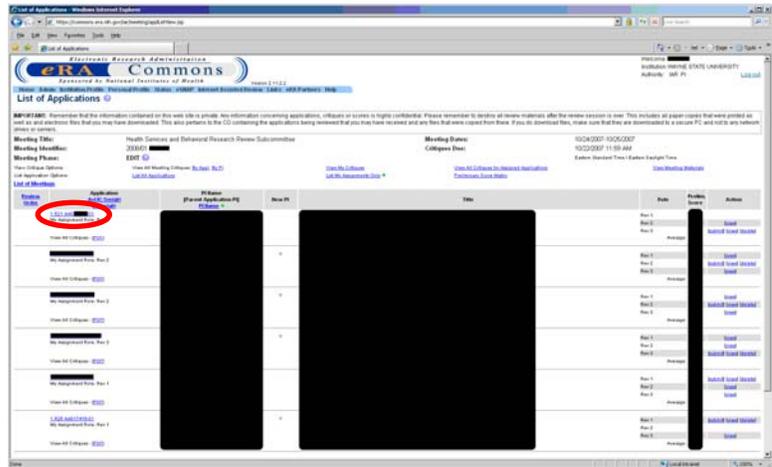


Figure 10: Application Number (1R25AA000001-01)

- The **Grant Folder** will be displayed.

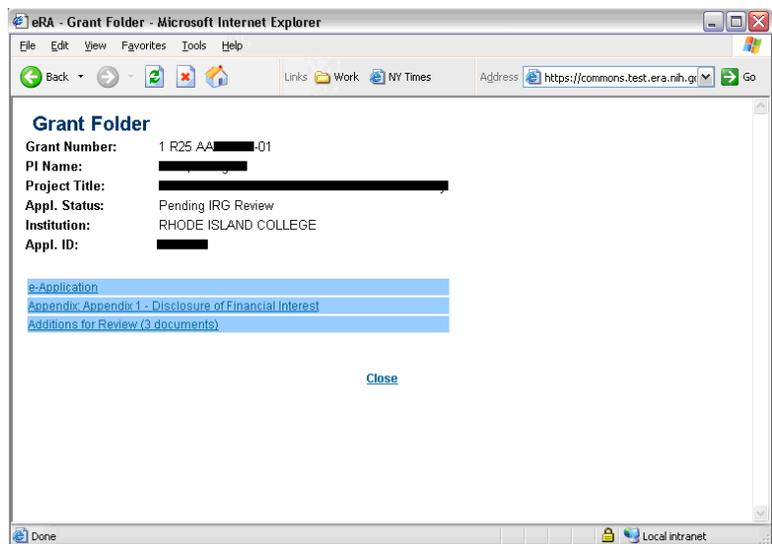


Figure 11: Grant Folder

5. Click the [Additions for Review](#) hyperlink in the **Grant Folder**.

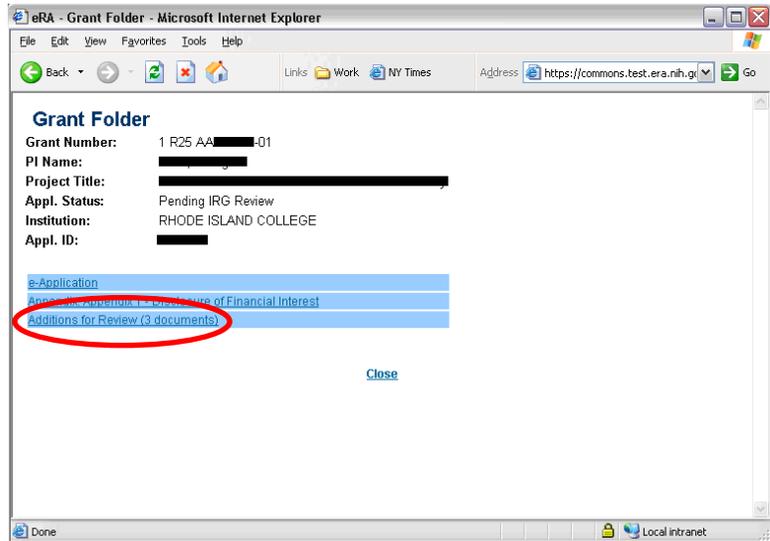


Figure 12: Additions for Review Hyperlink

6. The **Additions for Review** will appear. Click the corresponding hyperlink to access the file.

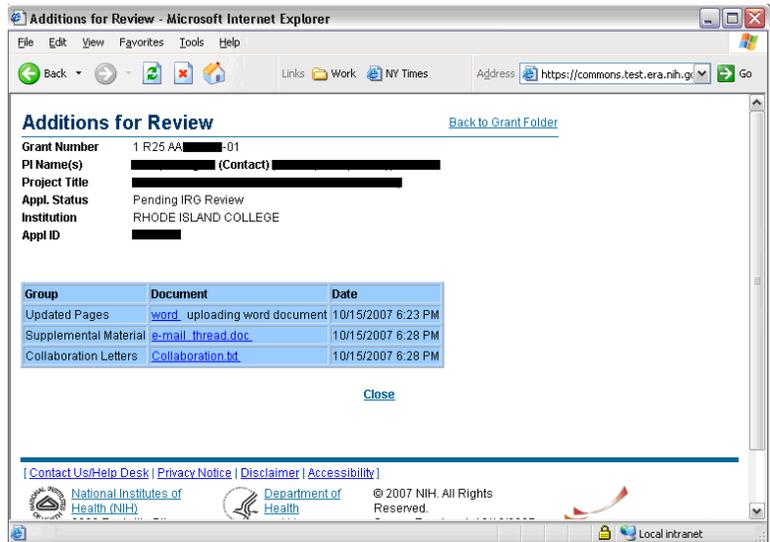


Figure 13: Additions for Review

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**NOTE:** See the eAdditions Users' Guide for more information.

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## Status – Principal Investigators

Upon clicking on the **Status** menu option, Principal Investigators will be taken to a landing page with two hyperlinks:

- [Recent/Pending eSubmissions](#)
- [List of Applications/Grants](#)

### Grants.gov Tracking Number Search

The **Status** screen allows for a search based on the Grants.gov tracking number.

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**NOTE:** Only Grants.gov tracking numbers that correspond with the PI's applications will be returned on the hitlist.

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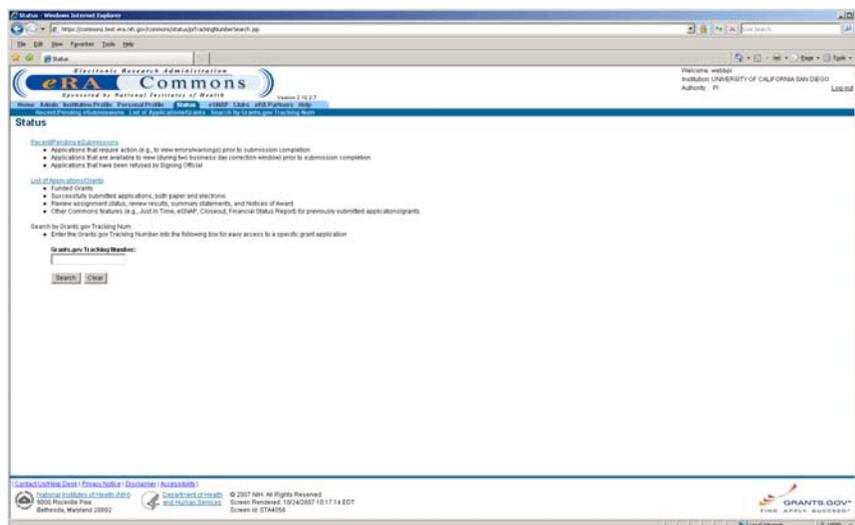


Figure 14: Status Screen (STA4056)

A Grants.gov tracking number must be entered. If a Grants.gov tracking number is not entered in the **Grants.gov Tracking Number** field, the PI will receive the following error:

*“Grants.gov Tracking Number is required.”*

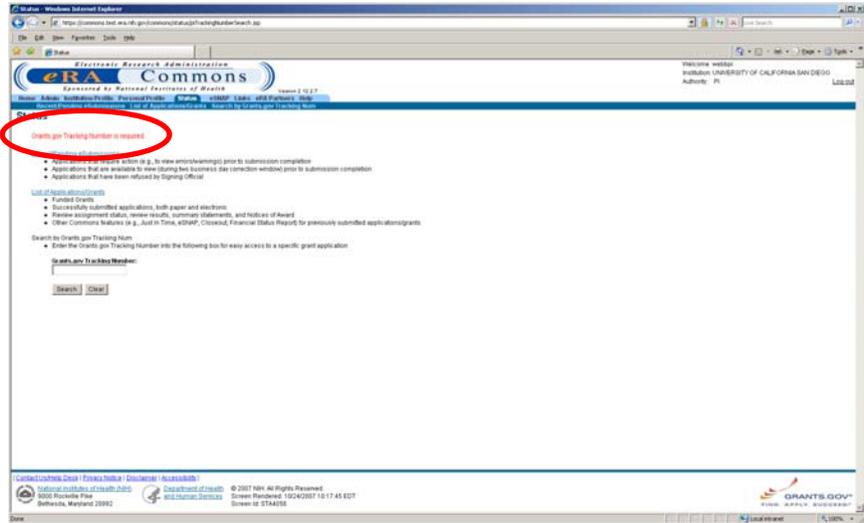


Figure 15: Grants.gov Tracking Number Error (STA4056)

If an invalid entry is entered in the **Grants.gov Tracking Number** field, the PI will receive the following error:

*“No application found for PI with the Grants.gov tracking number provided.”*

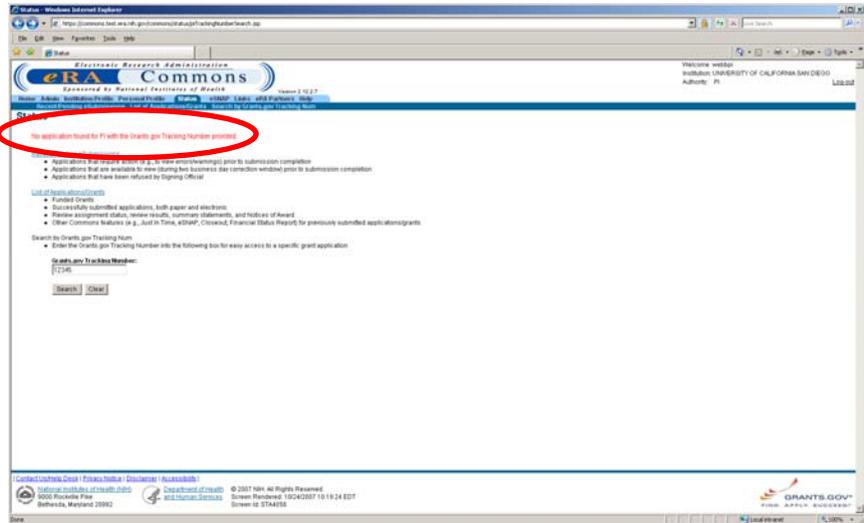


Figure 16: Grants.gov Tracking Number Error (STA4056)



## Grants.gov Tracking Number

A new **Grants.gov Tracking #** column has been added to this screen.

**NOTE:** If a paper application was submitted, the **Grants.gov Tracking #** column will have no entry.

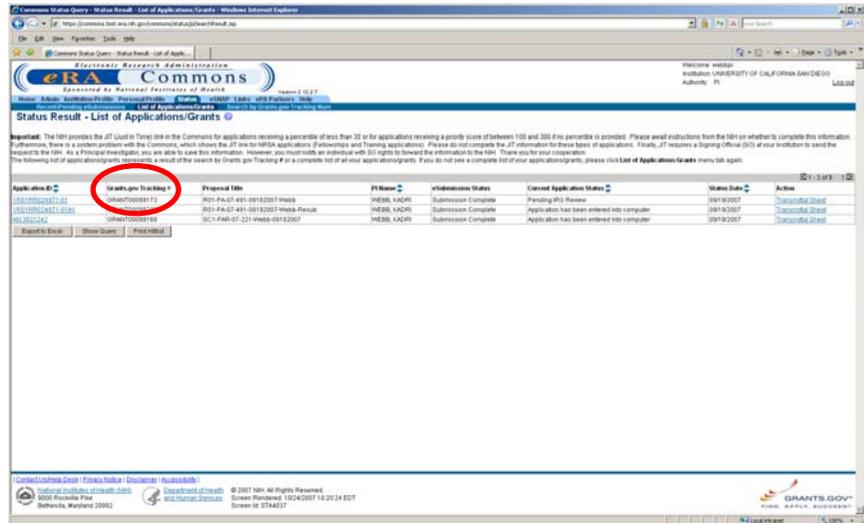


Figure 19: Grants.gov Tracking # Column (STA4037)

## eSubmission Status

A new **eSubmission Status** column has been added to this screen.

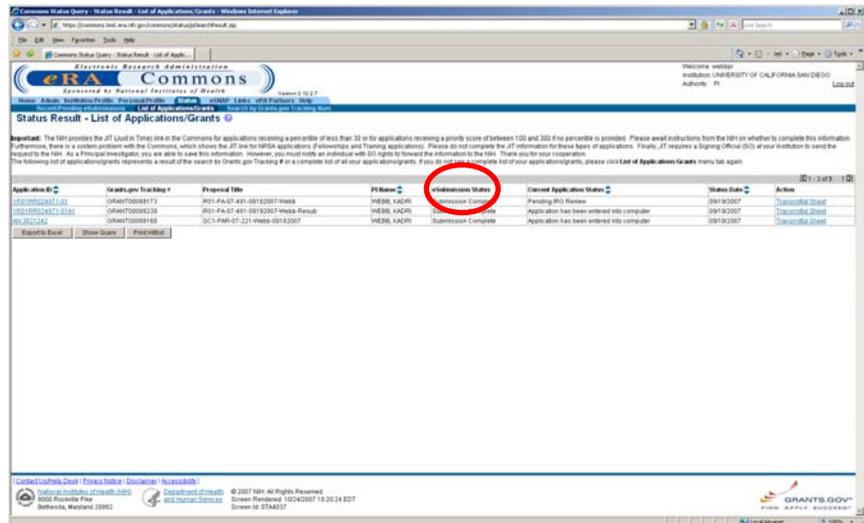


Figure 20: eSubmission Status Column (STA4037)

# Status Information

To view the **Status Information** screen, click the grant number or accession number in the **Application ID** column.

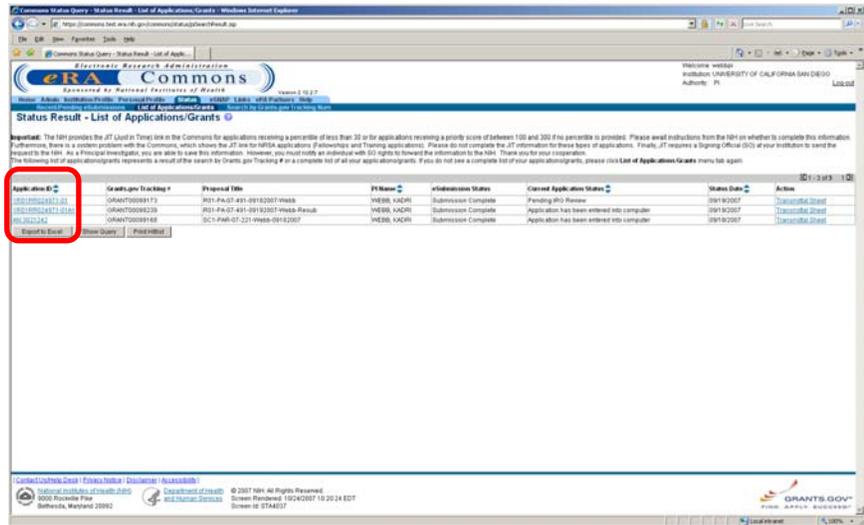


Figure 21: Accession Number Hyperlink (STA4037)

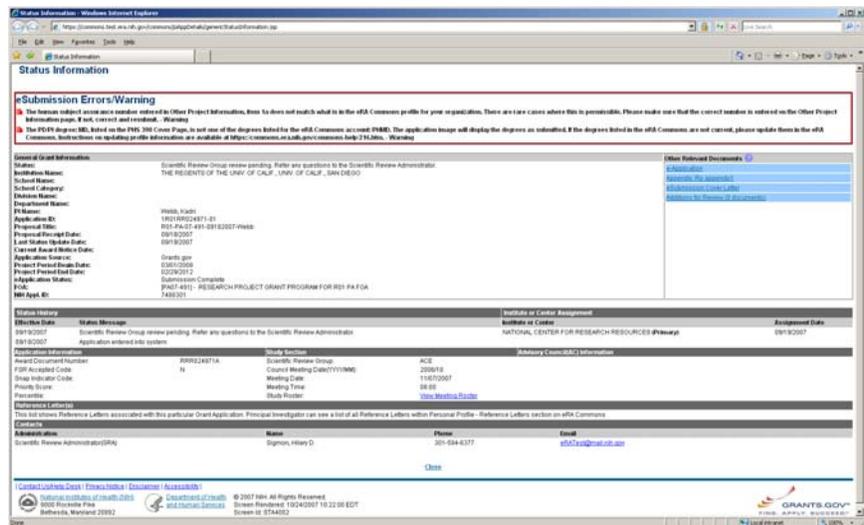


Figure 22: Status Information Screen (STA4002)

## Recent/Pending eSubmissions

The **Status Result – Recent/Pending eSubmissions** screen displays a list of all of the failed electronic submissions that have not been verified by NIH, as well as error-free applications that are awaiting verification.

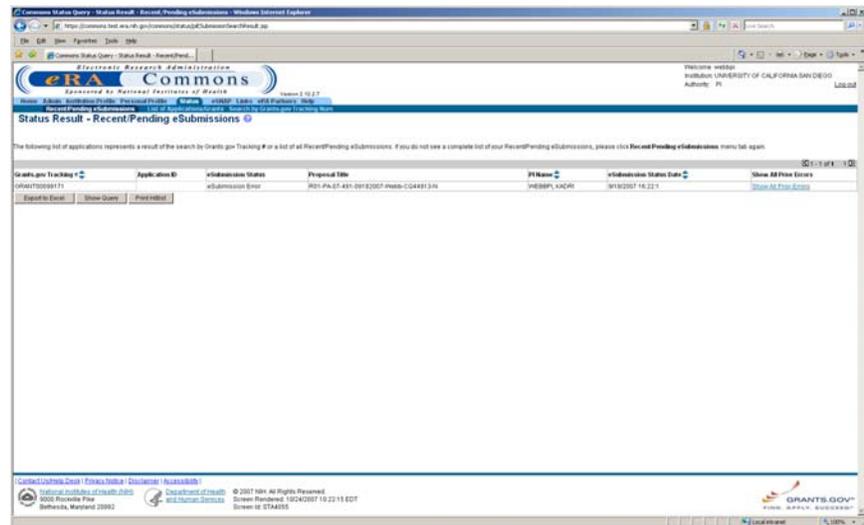


Figure 23: Status Result – Recent/Pending eSubmissions Screen (STA4055)

## Viewing Errors and Warnings

To view errors and warnings, select the [Show All Prior Errors](#) hyperlink in the corresponding **Show All Prior Errors** column.

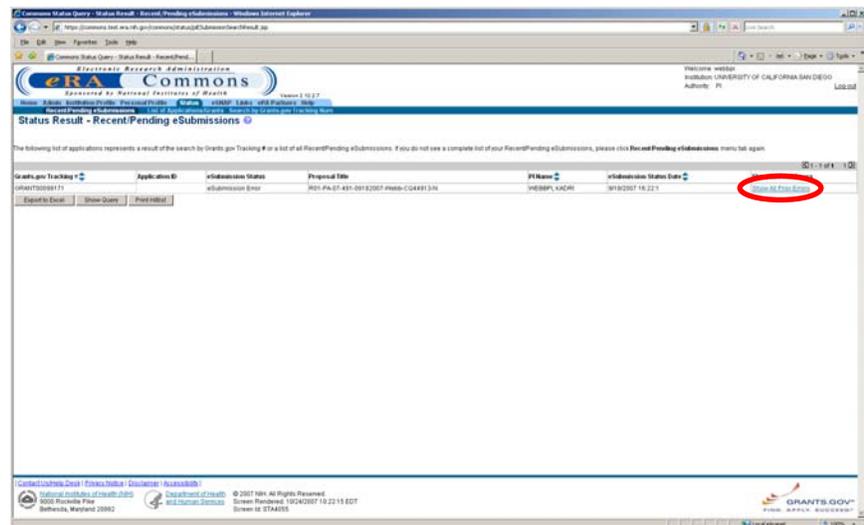


Figure 24: Show All Prior Errors Hyperlink (STA4055)

Errors and warnings (ordered by Grants.gov tracking number) will be displayed in a new window.



Figure 25: Errors/Warnings for Prior Failed eSubmissions

## Status Information

To view the **Status Information** screen, click the accession number in the **Application ID** column.

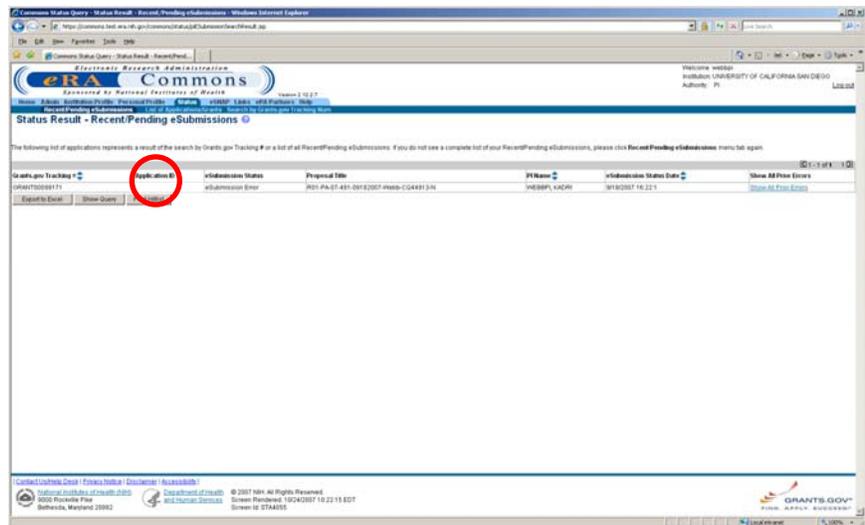


Figure 26: Accession Number Hyperlink (STA4055)

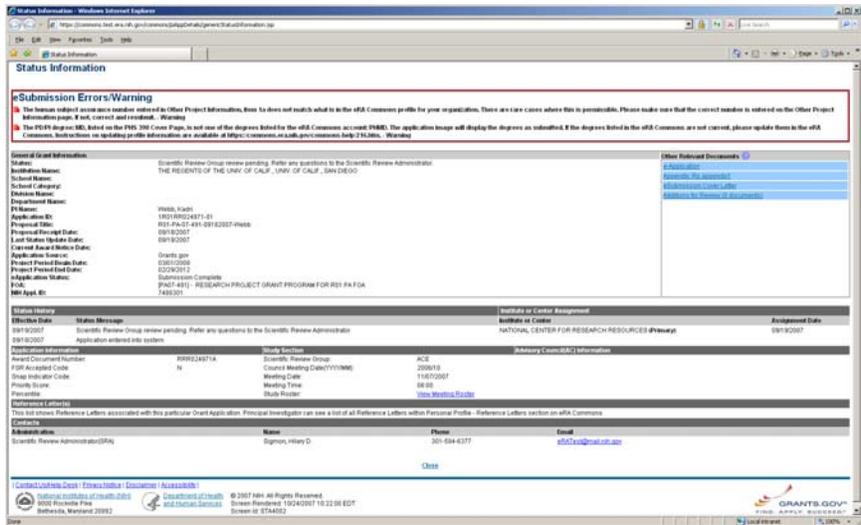


Figure 27: Status Information Screen (STA4002)

## Status – Signing Officials

A [Recent/Pending eSubmissions](#) hyperlink has been added to the **Status** screen for Signing Officials.

## Search

SOs may search for pre-verified eSubmissions by accession number, Grants.gov tracking number, eSubmission status (all, pending verification, or refused), or received date (in the format MM/DD/YYYY).

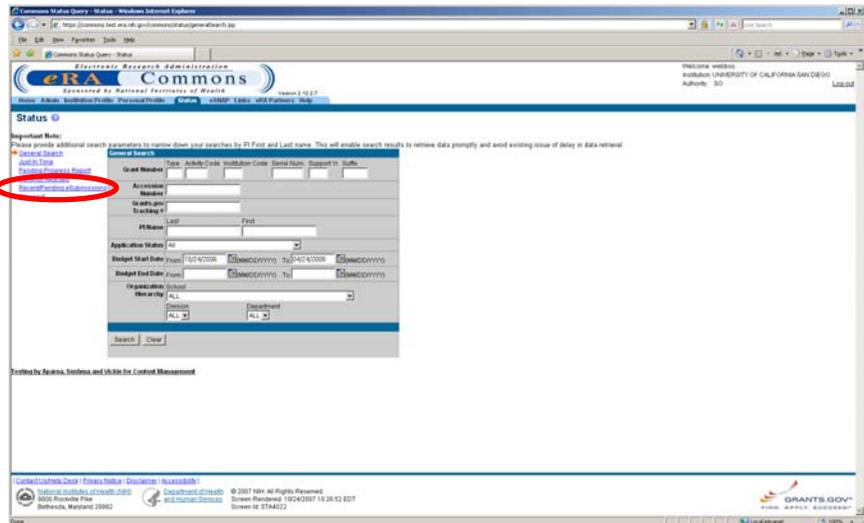


Figure 28: Recent/Pending eSubmissions Hyperlink (STA4034)

# Status Result

When a successful search has been completed, the SO will be directed to the **Status Result – Pre-Verified eSubmissions Search** screen.

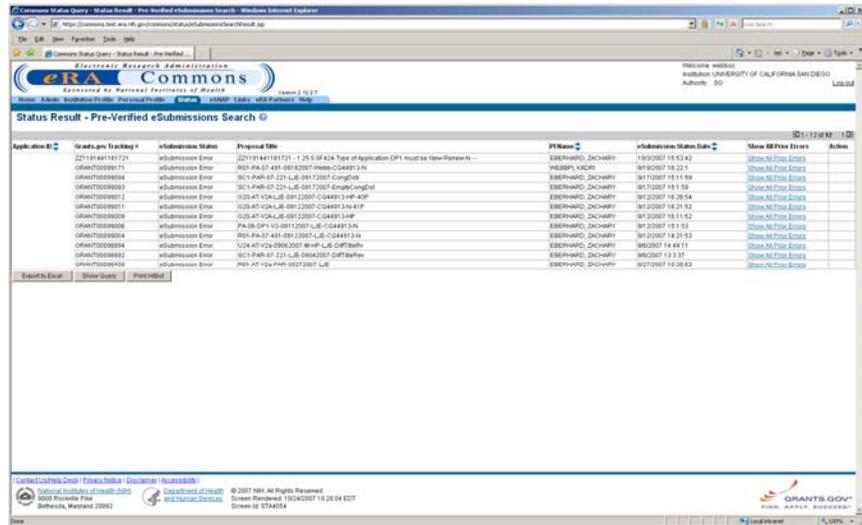


Figure 29: Status Result – Pre-Verified eSubmissions Screen (STA4054)

# eSubmission Status Date

The **Status Date** column heading has been changed to **eSubmission Status Date**.

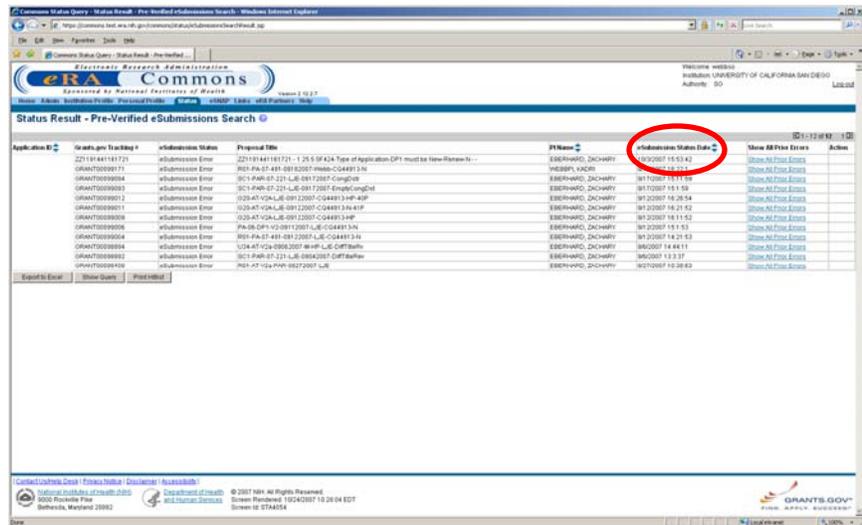


Figure 30: eSubmission Status Date Column Heading (STA4054)

## eSubmission Status Time

The time has been added to the **eSubmission Status Date**.

Application #	Grants.gov Tracking #	eSubmission Status	Proposed Title	PI Name	eSubmission Status Date	Show All Prior Errors	Action
Z21101441181721		eSubmission Error	Z21101441181721 - 1.25.5 SF 624 Type of Application (PI) must be New Review N...	EBERHARD, ZACHARY	10/27/2007 15:53:43	Show All Prior Errors	
URWANT00099711		eSubmission Error	RE1-PA-07-491-0912007-Invab-C044913AN	WEBER, KACIR	10/27/2007 15:11:59	Show All Prior Errors	
URWANT00099504		eSubmission Error	SC1-PAW-07-221-L6-09172007-CongCh	EBERHARD, ZACHARY	10/27/2007 15:11:59	Show All Prior Errors	
URWANT00099503		eSubmission Error	SC1-PAW-07-221-L6-09172007-EmphCmgD	EBERHARD, ZACHARY	10/27/2007 15:11:59	Show All Prior Errors	
URWANT00099512		eSubmission Error	020-AT-VIA-L6-0912007-C044913AN-ASP	EBERHARD, ZACHARY	10/27/2007 15:28:54	Show All Prior Errors	
URWANT00099511		eSubmission Error	020-AT-VIA-L6-0912007-C044913AN-ASP	EBERHARD, ZACHARY	10/27/2007 15:28:52	Show All Prior Errors	
URWANT00099506		eSubmission Error	020-AT-VIA-L6-0912007-C044913AN	EBERHARD, ZACHARY	10/27/2007 15:11:52	Show All Prior Errors	
URWANT00099508		eSubmission Error	PA-06-0912007-L6-C044913AN	EBERHARD, ZACHARY	10/27/2007 15:11:52	Show All Prior Errors	
URWANT00099504		eSubmission Error	RE1-PA-07-491-0912007-L6-C044913AN	EBERHARD, ZACHARY	10/27/2007 14:21:53	Show All Prior Errors	
URWANT00099504		eSubmission Error	US4-AT-V2A-09082007-#HP-L6-C044913AN	EBERHARD, ZACHARY	10/27/2007 14:44:11	Show All Prior Errors	
URWANT00099503		eSubmission Error	SC1-PAW-07-221-L6-09172007-C044913AN	EBERHARD, ZACHARY	10/27/2007 13:33:37	Show All Prior Errors	
URWANT00099499		eSubmission Error	RE1-AT-V2A-PW-09072007-L6	EBERHARD, ZACHARY	10/27/2007 10:28:83	Show All Prior Errors	

Figure 31: eSubmission Status Date and Time (STA4054)

## Grants.gov Tracking Number

A new **Grants.gov Tracking #** column has been added to this screen.

Application #	Grants.gov Tracking #	eSubmission Status	Proposed Title	PI Name	eSubmission Status Date	Show All Prior Errors	Action
Z21101441181721		eSubmission Error	Z21101441181721 - 1.25.5 SF 624 Type of Application (PI) must be New Review N...	EBERHARD, ZACHARY	10/27/2007 15:53:43	Show All Prior Errors	
URWANT00099504		eSubmission Error	RE1-PA-07-491-0912007-Invab-C044913AN	WEBER, KACIR	10/27/2007 15:11:59	Show All Prior Errors	
URWANT00099503		eSubmission Error	SC1-PAW-07-221-L6-09172007-CongCh	EBERHARD, ZACHARY	10/27/2007 15:11:59	Show All Prior Errors	
URWANT00099512		eSubmission Error	020-AT-VIA-L6-0912007-C044913AN-ASP	EBERHARD, ZACHARY	10/27/2007 15:28:54	Show All Prior Errors	
URWANT00099511		eSubmission Error	020-AT-VIA-L6-0912007-C044913AN-ASP	EBERHARD, ZACHARY	10/27/2007 15:28:52	Show All Prior Errors	
URWANT00099506		eSubmission Error	020-AT-VIA-L6-0912007-L6-C044913AN	EBERHARD, ZACHARY	10/27/2007 15:11:52	Show All Prior Errors	
URWANT00099508		eSubmission Error	PA-06-0912007-L6-C044913AN	EBERHARD, ZACHARY	10/27/2007 15:11:52	Show All Prior Errors	
URWANT00099504		eSubmission Error	RE1-PA-07-491-0912007-L6-C044913AN	EBERHARD, ZACHARY	10/27/2007 14:21:53	Show All Prior Errors	
URWANT00099504		eSubmission Error	US4-AT-V2A-09082007-#HP-L6-C044913AN	EBERHARD, ZACHARY	10/27/2007 14:44:11	Show All Prior Errors	
URWANT00099503		eSubmission Error	SC1-PAW-07-221-L6-09172007-C044913AN	EBERHARD, ZACHARY	10/27/2007 13:33:37	Show All Prior Errors	
URWANT00099499		eSubmission Error	RE1-AT-V2A-PW-09072007-L6	EBERHARD, ZACHARY	10/27/2007 10:28:83	Show All Prior Errors	

Figure 32: Grants.gov Tracking # Column (STA4054)

## Show All Prior Errors

A new **Show All Prior Errors** column with corresponding hyperlinks has been added to this screen.

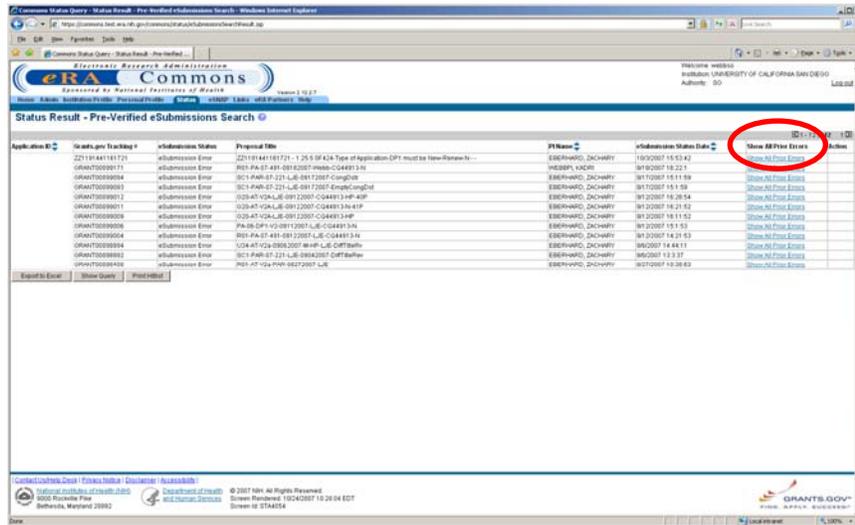


Figure 33: Show All Prior Errors Column (STA4054)

## Status Information

To view the **Status Information** screen, click the accession number in the **Application ID** column.

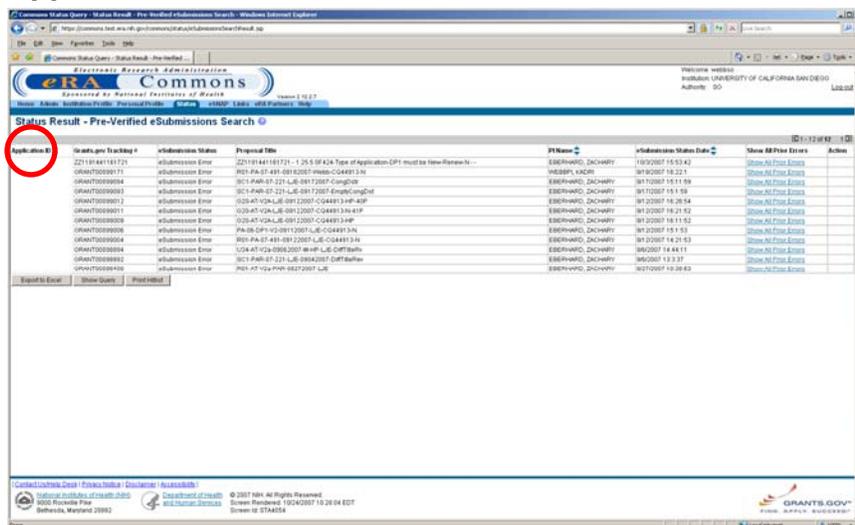


Figure 34: Accession Number Hyperlink (STA4054)



Errors and warnings (ordered by Grants.gov tracking number) will be displayed in a new window.

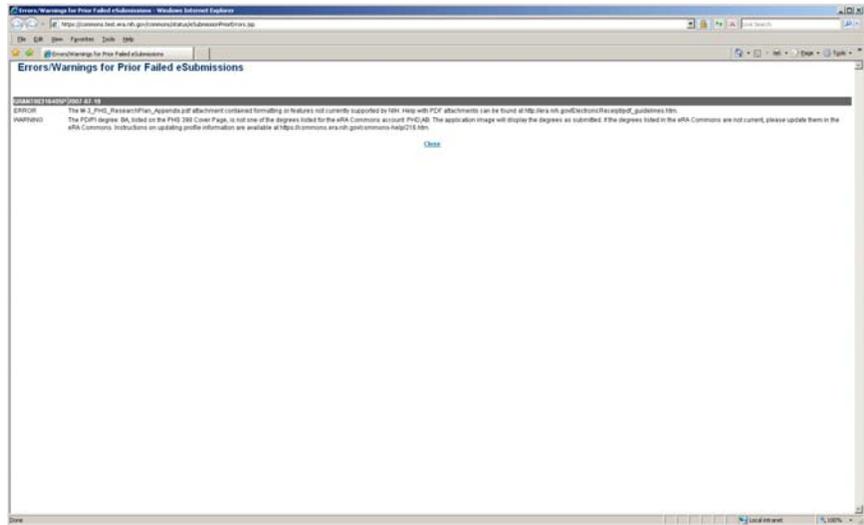


Figure 37: Errors/Warnings for Prior Failed eSubmissions

## Status – Assistants & PI Delegates

ASSTs and PI Delegates will have the same functionality as PIs with the enhanced **Status** option.

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**NOTE:** The Grants.gov tracking number entered is searching only within the scope of the PI to whom the ASST is a delegate. Therefore, it is possible that a valid Grants.gov tracking number is entered, but is not returned in a query because it is not associated with that PI.

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**NOTE:** When moving between the **Status** screens, the PI field defaults back to the first PI's name.

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# Status – NCAAs

IPF

Users with the NCAA role must now provide an IPF code on the **Status** screen.

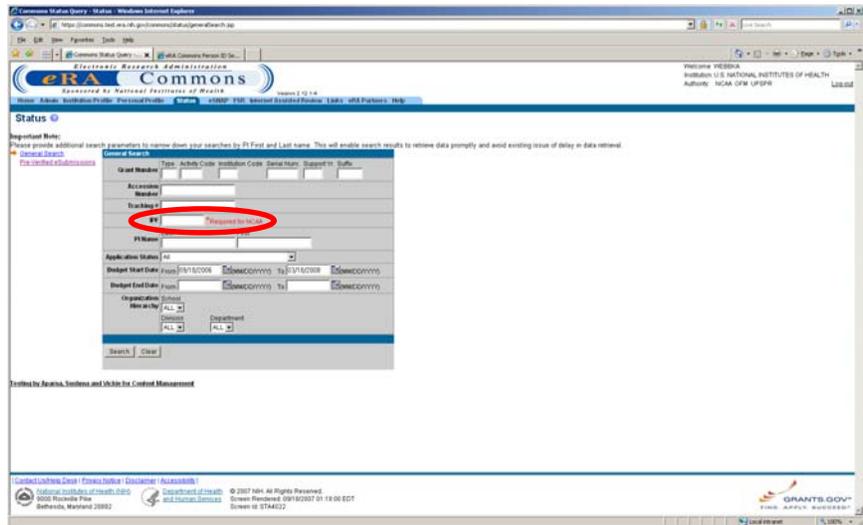


Figure 38: IPF Field (STA4022)