NIH eRA Commons
Release Notes

Version 2.2.2.0
March 22, 2003

Introduction

This document describes the changes and enhancement made to the NIH eRA Commons system for the March 22, 2003 release. These release notes also include information on changes and enhancements made to the modules accessed from the system.

NIH eRA Commons

New Home Page Design

The design of the eRA NIH Commons Home page has been enhanced to improve usability.

Creating and Affiliating User Accounts

In Maintain Accounts, a new search option has been provided called account status. The definition of the of this status is as follows:

- Active—Accounts which have been created for use by the institution administrator.

- Pending—Principal Investigator accounts which are awaiting NIH action to finalize the account creation process.

- Not Affiliated—Principal Investigators for which an application has been submitted to NIH for which an account has not been created or affiliated with your institution. If the person does not have an account, the "Create Account" action will be made available. If the person has an account but has not been affiliated (i.e. Internet Assisted Review accounts or accounts which were created for another institution) a "Create Affiliation" link will be provided.

- All—Al of the above

By searching using this new status with the not affiliated option, the extramural administrators can create an NIH eRA Commons account for individuals that aren't already registered and can affiliate accounts that are associated with other institutions. To aid in this process, a link showing the NIH support associated with the individual is also provided.

For pending accounts, users can view the status of the account.

Personal Profile File (PPF)

Delegating Personal Profile Edit Privileges

Users can now delegate personal profile edit authority to other users.

Program Length of Degree Program

The program length is now optional.

PPF Residential Address in Separate Tab

Access to the residential address information in the PPF section is now in a separate tab.

Editing PPF Information for Delegators

When the user has been delegated PPF edit authority by one or more PIs, a list is displayed of all the users for whom the authority exists. The user selects the desired name (the list is sorted in alphabetical order by last name with the user's own name listed first and selected by default) and continues with the PPF edit. All edit PPF actions are performed on the PPF of the selected name.

Online Help for User Roles

The Create a New Account page now has a Help link located next to the Role field. This link provides information about available roles for new accounts.

Reset Password Option

A Reset Password option is now available on the Edit Account page that is available to the Institution Administrator (AA, AO, SO).

AO Access in Maintain Accounts

When Administrative Officials (AOs) access account for which they are responsible, the Edit, View, and Delete action options are provided. When querying accounts for which they are not responsible, AOs will be able to view the accounts but there will not be any action options available to them (i.e. edit, delete, delegate PI).

New Demonstration/Training Facility

A new Demonstration/Training Facility will be available. To use this facility, a user will need to specify an SO and PI account. A default institution will be created for these accounts and 10 applications will also be created. Using this institution data, the user will be able to perform virtually all of the functions available in the NIH eRA Commons with the exception of Internet Assisted Review. These accounts and institutions will be available for use for 180 days from the date they were originally created.

Note: This facility will be available on 3/31/2003.

Viewing Other Related Documents

Depending on the grant status and access privileges, the following related documents can be viewed using the hyperlinks in the Other Relevant Documents column of the Proposal Search Results page:

- Notice of Grant Award (NGA)—The AO, SO, and PI will have access to this document once the application has been awarded.
- Scanned Grant Application—The SO and PI will have access to this document once it becomes available. This is a large document (5 MB on average) so expect some delay when requesting it.
- Financial Status Report (FSR)—The SO and PI will have access to this document once it becomes available
- Progress Report Face Page—The SO, AO, and PI may access this document.
- Fellowship Proposal Face Page—The SO, AO, and PI may access this document.
- eSNAP—The SO and PI will have access to this document once it becomes available. It will be called the Application in the system and available once it is submitted to NIH.
- Abstract—The SO and PI will have access to this document once the application is awarded.
- Summary Statement—Only the P I will have access to this document.

Note: The Scanned Application, Abstract, eSNAP, and FSR will not be visible until 4/4/2003.

Query Performance Enhanced for Searching Proposals

The mechanism for searching grant proposals in the Status section has been significantly enhanced to improve performance.

Session Expiration

Sessions now expire after 45 minutes of inactivity. Previously this time period was 20 minutes.

Electronic Simplified Non-competing Award Process (eSNAP)

The following changes have been made to the electronic Simplified Non-competing Award Process (eSNAP) module:

New User Interface Elements

The eSNAP user interface has been enhanced, including new menu and dynamic action design, and new screen structure for the Edit Business sections.

Update PPF

Users with update access to an eSNAP and have either a PI role or have been delegated PPF authority by the PI may make changes to the PI's PPF information in eSNAP.

Create Citations

Users with update access to an eSNAP and have either a PI role or have been delegated PPF authority by the PI may make changes to the citation information in eSNAP. The bug limiting citations to only 80 bytes has been fixed.

Upload Science Page

The system now displays the Upload Science page with the date and the local name of any files that have previously been uploaded for the eSNAP. A delete option is available.

eSNAP Query Results

When the user enters the eSNAP module, the system returns a list of grants as described in the table below. The eSNAP grants to which the user has access are displayed as hyperlinks.

User Role	Grants Listed
PI Delegate	All eSNAPs belonging to all PIs who have delegated authority to the user.
PI	All grant records for which the user is the PI. Only grants eligible for eSNAP are displayed as hyperlinks.
AO/SO	All eSNAPs from the user's institution that currently have a status of Reviewer WIP.

Overdue eSNAPs

When eSNAPs are queried, any overdue eSNAPs (grants that have passed the due date and have not yet been received by the NIH) are displayed in bold text with the word OVERDUE.

Internet-Assisted Review (IAR)

A pilot version of the Internet-Assisted Review (IAR) module has been added to the NIH eRA Commons. Registration is by invitation only from Scientific Review Administrators or Grant Technical Assistants (SRAs/GTAs). IAR allows reviewers to view and submit critiques and preliminary scores for applications they are reviewing.

Full deployment is scheduled for the summer of 2003. Further information about IAR can be found in the online help and in the module user guide, located at http://impacii.nih.gov/revdoc/IAR Reviewer User Guide.pdf.

Telephone Conference Meetings

If a meeting is a telephone conference, "Teleconference" is now indicated next to the meeting title information.

Online Help Available

IAR contains an online help facility to provide additional information and instructions about using the module. Click the Help hyperlink or icon— — on any IAR page to access the online help.

Setting Meeting-wide Options for Unassigned Critiques

In order to provide the SRA with more flexibility and control, SRAs, via the Control Center, may now decide for each meeting if they want to allow or not allow submission of unassigned critiques. By default, unassigned critiques can be submitted in both the Submit and Edit phases.

New Sort Options for List of Applications Page

View List by Reviewer

In order to better allow users to monitor the status of reviewer critique submissions, three new sort options are available on the List of Applications (List by Reviewer) page. These options function as secondary sorts to the primary sort of Reviewer Name:

- PI Name—sorts in descending alphabetical order (A–Z).
- Role—sorts by order of importance (Primary, Secondary, Tertiary, Discussant, etc.).
- Submitted Date—Sorts by most recent date at the top of the list to least recent date (records without a date are listed at the end of the list sorted by PI name in descending alphabetical order).

View by Application

Sort options on the List of Applications page now include sorts by IC/Serial or Act/IC/Serial. These options appear as hyperlinks in the Application column heading which resort the list when clicked. These options appear for both Reviewers and SRA/GTAs but do not appear when the List of Applications page is in "View by Reviewer" mode. The IC/Serial sort sorts by the IC and then by application serial number. The Act/IC/Serial sort first sorts by Activity code, then by IC, and then by application serial number.

Viewing All Critiques Submitted by a Reviewer

SRAs/GTAs can view all critiques submitted by a specific reviewer. If there are multiple critiques to view, the critiques are merged into one Adobe PDF document file with each critique printed on a new page. The critiques are listed in order of application number. The link for this option is located on the View List of Applications page in the Reviewer column for the desired reviewer when the View List by Reviewer option is selected.

Telephone Reviewers Can Read All Meeting Critiques

Once a telephone reviewer is enabled in IAR, they are now always able to read all meeting critiques. As a result of this change, SRAs can no longer disable telephone reviewers from viewing all critiques. The corresponding "T" column and the "(T) Allow Telephone Reviewers to read critiques…" hyperlink have been removed from IAR.

Issues Resolved in this Release

The following issues previously encountered have been resolved in the current release of IAR.

Council Meeting Date Added to the List of Meetings Page

List of Applications Page Link Added to Control Center Page

Score Matrix Page—Blocked Reviewers Do Not See Scores
Reviewers blocked from reading other reviewers' critiques until they have submitted their own are now also blocked from viewing scores on the Score Matrix page. Note that if a blocked reviewer submits a critique for one subproject but not others, the Score Matrix page only displays scores for the applications where the reviewer has submitted critiques.

Browser Refresh Action Updates List of Applications Page Information
When an IAR user is viewing the List of Applications page and the web browser used to access IAR is refreshed, updated information is now accurately displayed.

All Critique Viewing Options are Available During IAR Read Phase
During the meeting's Read phase, reviewers accessing IAR will now be able to view all the links for viewing critiques when the List My Assignments Only options is selected. Previously these options were not displaying correctly when the meeting was in Read phase and the List My Assignments Only option was selected.

Instructions Regarding Broken IAR Address Links in Emails
IAR system-generated emails (inviting reviewers to register to use IAR, and notifying users that they are registered) contain active links to the URL for the IAR system. Occasionally these links do not function properly (are "broken"). The email message now contains instructions on what to do if this happens.

Control Center Email Address Information for Reviewers
When a reviewer's email address is missing, the "Update MLG" message is now customized depending on whether or not the reviewer has an existing NIH eRA Commons account. This customization is necessary because when a reviewer has an existing account only the reviewer and not the SRA can update the MLG address. If the reviewer has an active account, the message reads "Rev. Update in Commons." If the reviewer doesn't have an existing account the message reads "SRA Update MLG."

Financial Status Reports (FSR)

FSR Search Page (FSR8013)

The following enhancements have been made to the FSR Search page:

1. Once a search has executed, all entered search parameters will be retained upon selecting the browser's Back button to return to the Search page.
2. An enhancement was made to prevent FSR users with institution names having the same beginning from accessing institution grants other than their own.

Enter/Edit FSR CAS Transaction Page (FSR8003)

1. Previously, when the TRANS_ID was changed from 370 to another number, the number saved within the database correctly, and displayed within the FSR Edit page correctly. However, upon accessing the CAS Update page again, the number was replaced by the default value. This problem has been corrected and the number will now remain changed.

2. Two new fields have been added to the Enter/Edit FSR CAS Transaction Screen (FSR8003):

   - CAS EIN
   - CAS Grantee Name

3. The **Transaction type Code** 05913 (unused Type) was removed from the drop down list.

4. When the Grant number is valid, all CAS-related fields populate within the FSR Edit page (FSR8005).

Indirect Expense Entry Screen (FSR8006)

The Indirect Expense Entry page (FSR8006) was redesigned to allow up to 10 entries within the Indirect Expense List. In addition, a new field, **Total** Indirect, was added to the page.

FSR Edit Page (FSR8005)

1. Two new data elements were added to the Grant Information section of the Edit page (FSR8005):

   - **Total Direct Amount for this Period**
   - **Total Indirect Amount for This Period**

   Note: This enhancement is available to OFM users *only*.

2. The Grant Specialist email address is now in the form of a hyperlink.

3. An additional field, **EIN**, was added to the CAS Information portion of the FSR Long Form.

4. For all CAS transactions, the system will always select **FY**, **CAN**, and **Object Class Code**, which belong to the parent FSR GRANT_NUM (APPL_ID).

5. FSR will now accept a carriage return, when entering text within the **Remarks** field (#12).

6. An additional field, **Email Address**, was added to the Authorized Official (#13) area of the Long Form.

7. The **Total Amount Federal Share** field defaults to the **Total** Indirect Cost.

8. A modification was made to change the calculation of the **Project** and **Budget Period Dates**.

New Business Rule

When the **Submit** action occurs, a new business rule checks the **10. m** field for a zero (0) if there is no next segment and no future commitments for the grant.

Accepted FSR Reports

When generating the FSR Report for accepted FSRs, box 8 and 9 now display the correct "from" and "to" labels.