NIH eRA Commons (Version 2.2.3.0) Release Notes

Introduction

This document describes the changes and enhancement made to the NIH eRA Commons system for the August 1, 2003 release. These release notes also include information on changes and enhancements made to the modules accessed from the system.

NIH eRA Commons

Creating User Accounts through Maintain Account

Extramural Administrators can now create new user accounts by using the Create Account hyperlink to create accounts for users who have a role of Principal Investigator (PI) and have an NIH eRA user profile record. This hyperlink is located in the Maintain Account result list of matching accounts when Not Affiliated accounts are queried). This is the recommended approach to account creation because it positively associates a new account request to existing NIH profiles.

When new PI accounts are created, they are associated with the eRA user profile that the NIH stores for PIs. In order to prevent the creation of multiple accounts for the same PI, it is crucial that the new accounts are matched to the existing records.

1. Select **Administration** | **Accounts** | **Maintain Account** to access the Account List page (ADM1007).

Figure 1:   Account List Page (ADM1007)

2. Fill in the optional search criteria fields with an Account Status of "Not Affiliated." Note that this will return all persons at your institution who have submitted a grant application. Therefore, we recommend that you to further limit the query by using last name as a search option.

3. Click **Search**. A list of matching accounts is displayed. Up to 50 records are displayed per page of matching accounts.

4. In the User Name column of the desired account, click the hyperlinked user name. The NIH Support page opens (ADM1025). The NIH Support page lists the NIH application information associated with the selected Principal Investigator (PI). Use this information to positively identify PIs associated with your institutions.

Figure 2:   *NIH Support Page (ADM1025)*

5. Click **Close** to return to the Account List page .
6. Select the Create Account hyperlink for the desired PI to complete the Account Creation process. When using this process to create accounts, the Principal Investigator is notified by email which provides a link to a special interface in which the PI must verify NIH support as described in the following section. Note that only public information (i.e. awarded grants and committees served) is shown.

Verifying NIH Support

The NIH maintains Principal Investigator (PI) information that includes the PI's participation in grant applications, committee involvement, and training appointments. PIs are required to review and edit this information when their account is created. PIs can also review this information at any time after account creation by using the Administration | Verify NIH Support tab. This lets PIs notify the NIH about any discrepancies with the information listed with their accounts.

For new account requests, once the PI has completed this form, the NIH will validate the request and provide the PI their user id and password. This generally takes about two business days to complete.

Note: The information shown via the NIH eRA Commons contains only the grant applications and trainee appointments that have already been awarded and participation in Initial Review Group committees that have already convened.

Figure 3:   Verify NIH Support Page (PPF6032)

Account List Page

Figure 4:   Account List Page (ADM1007)

An "All" option has been added to the Role field to let the user select all available roles from the list.

Delete Account Confirmation Page

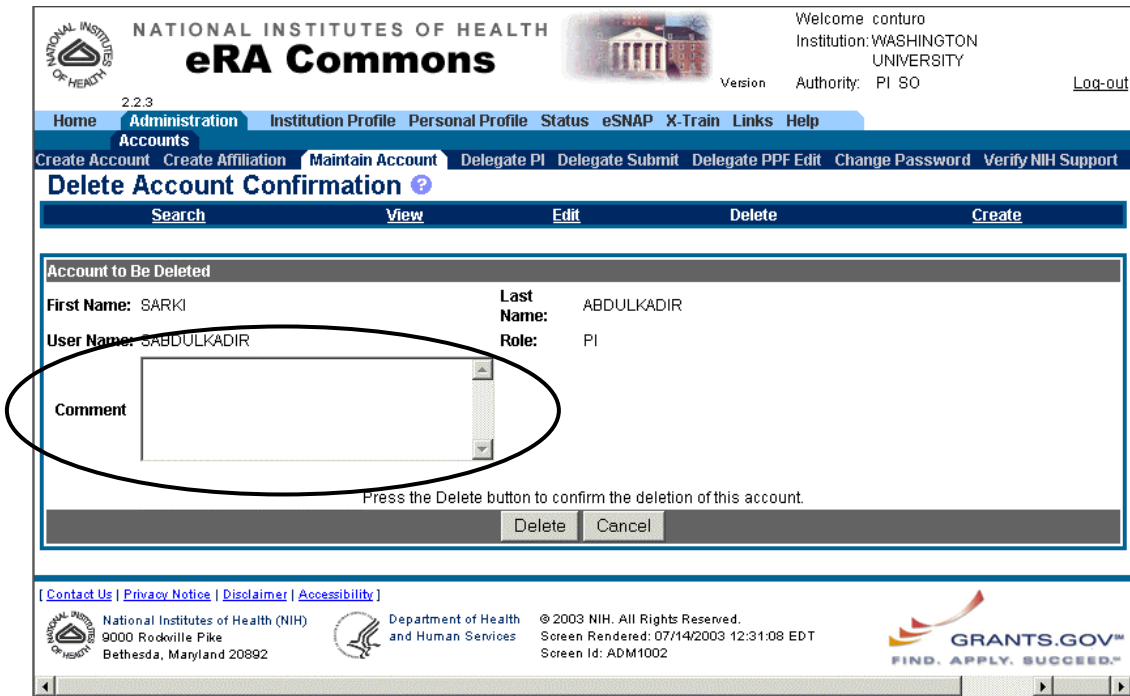*Figure 5:*   *Delete Account Confirmation Page (ADM1002)*

A Comment field has been added to the Delete Account Confirmation page to allow the user to enter an optional comment for the deletion of the account.

Demo Facility

Tracking and Inclusion data have been added to the NIH eRA Commons Demo Facility allowing for Commons users to practice eSNAP submissions for grants that require this information.

Personal Information Page

Figure 6:   Personal Information Page (PPF6006)

A new System Notifications field has been added to the Personal Information page. This field will be used with a future release of the NIH eRA Commons for the receipt of relevant system messages. This field is not currently active.

Electronic Streamlined Non-competing Award Process (eSNAP)

Submitting Inclusion Enrollment Reports for Clinical Research

Users can now enter cumulative enrollment of subjects to-date and their distribution by sex/gender and ethnicity/race directly into eSNAP. Two different report forms of the Inclusion Enrollment report are available, and the eSNAP system uses the entered information to determine which report is viewed. Further information about inclusion enrollment and PHS 2590 can be found at (http://grants1.nih.gov/grants/funding/2590/2590.htm).

Note: If activities involving human subjects were performed at any time during the preceding budget period, the population data must be reported in the Inclusion Enrollment section. This applies whether or not the activities are exempt from the Federal regulations for the protection of human subjects and whether or not the activities were performed at either the applicant organization or at any other performance site or collaborating institution.

5/01 Inclusion Enrollment Report Table

The 5/01 version presumes that data on sex/gender and ethnicity/race were collected from study subjects using the 1997 OMB standards. These standards require at a minimum that data collection involve two separate questions (one on ethnicity and one on race) and that the question on race must provide the option of selecting more than one race.

Figure 7:   5/01 Inclusion Enrollment Report Table

4/98 Inclusion Enrollment Report Table

The 4/98 version presumes that data on sex/gender and ethnicity/race were collected from study subjects using the 1977 OMB standards. These standards require at a minimum that data collection involve one question on ethnicity and race.

NATIONAL INSTITUTES OF HEALTH
eRA Commons

Version 2.2.3

Welcome KALDERONPI
Institution: COLUMBIA UNIV NEW YORK MORNINGSIDE
Authority: PI   Log-out

Home   Administration   Institution Profile   Personal Profile   Status   eSNAP   X-Train   Links   Help

Grant List   Manage eSNAP   Upload Science   Edit Business

Org Info   Performance Sites   Key Personnel   Research Subject   SNAP Questions & Checklist   Inclusion Enrollment

4/98 Inclusion Enrollment Report Table ❓

Principal Investigator / Program Director Name: DANIEL D KALDERON

Grant Number:	5R01HL011201-03	Optional Institution Information	
NIH Study Title:	Medical Research on the Heart	Study Title:	
NIH Protocol Number:		Protocol Number:	

Total Enrollment: 123

This study does not involve enrollment from foreign population.

Comment for NIH ❓

Enrollment Table

Ethnic Category	American Indian or Alaskan Native	Asian or Pacific Islander	Black, not of Hispanic Origin	Hispanic	White, not of Hispanic Origin	Other or Unknown	Total
Females	0	10	20	4	50	0	84
Males	10	0	0	10	0	0	20
Unknown	0	3	10	6	0	0	19
Total	10	13	30	20	50	0	123

Save   Reset   Cancel

[Contact Us | Privacy Notice | Disclaimer | Accessibility]

National Institutes of Health (NIH)
9000 Rockville Pike
Bethesda, Maryland 20892

Department of Health and Human Services

© 2003 NIH. All Rights Reserved.
Screen Rendered: 07/31/2003 10:09:51 EDT
Screen Id: ESP7034

GRANTS.GOV™
FIND. APPLY. SUCCEED.™

Figure 8:   4/98 Inclusion Enrollment Report Table

Status of Completion

Viewing Status of Completion on the eSNAP Menu Page

Figure 9:   eSNAP Menu Page (ESP7003)

The eSNAP Menu page (ESP7003) includes a new Status of Completion section that lists each section of the eSNAP and shows whether the user has designated the section as complete.

Note:
Users are not required to mark a section as "Complete"; sections that show as incomplete may in fact have been completed.

When information in a previously completed section is edited, the status of the section reverts back to incomplete.

Marking Sections as Complete

The bottom of each section page indicates if the section has been marked as complete. If the section is marked as complete, the name of the person who designated the section as complete and the date the section was designated as complete are indicated (as shown in Figure 10).

Figure 10:   Example of Status of Completion (Designated as Complete)

If the section is not marked as completed, users can mark the section as complete by clicking the **Designate as Complete** button located at the bottom of the page (shown in Figure 11).

Figure 11:   Example of Status of Completion (Not Designated as Complete)

Note:
Users are not required to mark a section as "Complete."

Designating a section as "Complete" does not save the changes made in the eSNAP.

A section cannot be designated as "Complete" if any of the mandatory items do not pass validation.

Editing eSNAP Business Items

The Edit Business tab lets you view and edit various information about the eSNAP. The information is divided into the following sections: Org. Info (Organization Information), Performance Sites, Key Personnel, Research Subject, SNAP Questions and Checklist, and Inclusion Enrollment.

New eSNAP Status

A new status for grants, "Not eSNAP Eligible" has been added to the list of grants viewed on the Manage eSNAP page.

Editing the SO and AO Associated with the eSNAP

The drop down list for the AO (in the Signing Official area of the Org. Info page) contains all AOs and SOs at the grantee institution that are registered with the NIH eRA Commons. If your SO is also acting as your AO, selecting the SO name from the drop down list automatically fills in the AO information with the same name.

Internet-Assisted Review (IAR)

IAR allows reviewers to view and submit critiques and preliminary scores for applications they are reviewing.

Further information about IAR can be found in the online help and in the IAR user guide, located at http://impacii.nih.gov/revdoc/IAR Reviewer User Guide.pdf.

Enhanced Navigation Links

The Back to List of Meetings and Back to List of Applications hyperlinks are now larger and in bold font.

Enhanced Email Invitation to Reviewers

The invitation to reviewers has been modified to inform the reviewers that the email is system-generated and that critiques are preliminary. The email also now includes the meeting dates. The time allowance for account activation has been changed from 24 hours to 2–3 days.

Modified Time Validation

Users can now enter a single digit for hour, month, and day in the phase dates. For example, the date 6/5/2003 1:00 AM can be entered instead of 06/05/2003 01:00 AM.

Drop-Down Calendar Available

The Edit Dates page now provides a drop-down calendar to let users select a date from the calendar. Dates can still be entered manually.

Hyperlinked Grant Numbers

The grant application number now appears as a hyperlink for viewing grant images of the actual applications. This hyperlink is always available unless the reviewer is in CD Conflict with the application.

Back to List of Applications

When users submit or delete a critique and/or score and then click the Back to List of Applications hyperlink, they are taken back to the same application instead of to the top of the List of Applications list.

Zipping All Pre-Summary Statements into One File

The ability to create a zip file with all pre-summary statement bodies has been added to the List of Applications page. This option is enabled after the Submit phase date has passed.

Viewing Critiques

Users can now view their submitted critique file directly from the Submit Successful page.

Reading Other Critiques for Discussants

Reviewers assigned as discussants are no longer blocked from reading other critiques for assigned applications if they did not submit their own critiques during the Read phase.

Roster SRAs and GTAs Can See Meeting

Any SRA or GTA on the meeting roster can now see the meeting in IAR.

Viewing All Meeting Critiques Sorted by PI

The ability to view all meeting critiques sorted by PI has been added to the List of Applications page (for SRAs and GTAs only).

Including Reviewer Names in the Preliminary Summary Statement Body

A meeting-wide option for including reviewer names in the preliminary summary statement body has been added to IAR. SRAs and GTAs can change this setting in the Control Center and the default setting for this feature is "No."

Note: If this setting is changed after the Submit phase is over, all pre-summary statement bodies will be deleted and rebuilt.

Link to Control Center

A link to the Control Center has been added to the List of Applications page (for SRAs and GTAs only).

Issues Resolved in this Release

IAR Tab Highlighted
The IAR menu tab is now highlighted to better indicate that the user is in the IAR module.

Old Meetings are No Longer Listed in IAR
Old meetings (meetings that were either never released or were released but not closed in IAR) are no longer visible in the List of Meetings.

Duplicate Meetings No Longer Appear
The issue with duplicate meetings appearing in the List of Meetings has been resolved.

Style of the PDF Critique Header
The style (font type and size) of the critique header is now displayed correctly in the PDF version of the critique. Previously differences in the style of the uploaded Word document would sometimes cause the header in the PDF version to be displayed in a different style than the rest of the report.

Order of Critiques in Merged Critique Files
The order of the critiques in the merged file now correctly lists the subproject critiques after the related parent critique. Previously subproject critiques were incorrectly appearing before the parent critiques.

Clarified Instructions
Instructions have been clarified for steps 1, 2, and 5 on the Submit Critiques and Preliminary Scores page.

Sorting on the Score Matrix Page
The Lower Half and AVG sorting now functions properly on the Score Matrix page.

SRAs and GTAs are No Longer Able to Select and Enable Themselves in the Control Center.

Financial Status Reports (FSR)

Changes and enhancements made to the Financial Status Reports module of the NIH eRA Commons system can be found at http://era.nih.gov/Docs/FSR_RN_August2003A.pdf.