

eRA Commons Release Notes Version 2.9.2.2 (External Users)

General Enhancements

Performance

This patch release of Commons will correct defects and implement enhancements from the November 17th enterprise release of Commons 2.8.3.2.

Fellowship Applications

Internet Assisted Review (IAR)

Sponsor names have been added to Fellowship applications on the **List of Applications** screen. Sponsor names will now appear within the **Title** column.

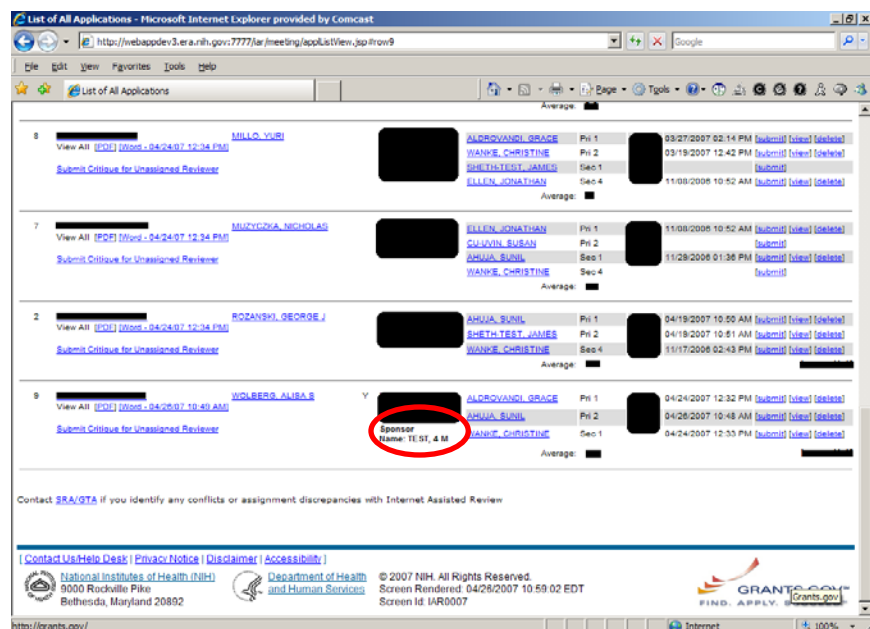


Figure 1: List of Applications (IAR0007)

Subprojects

The parent PI's name has been added to each subproject record shown on all of the application screens: **List of Applications for SRA/GTA**, **List of Applications for Reviewers**, **Simple List of Applications**, **Final Scoring Screens**, and the **Preliminary Score Matrix** screen.

Review Order	Application Number	PI Name (Conflicts)	Project Title	Lower Half	Number of Assigned Reviewers	Number of Submitted Critiques	AVGS
		BUCLAWSKI, KENNETH R. [C]			4	4	[PDF] [View] [04/24/07 12:34 PM]
		CEDAR, HOWARD			4	4	[PDF] [View] [04/24/07 12:34 PM]
		CEDAR, HOWARD			0	0	[PDF] [View] [04/24/07 12:34 PM]
		CEDAR, HOWARD (Parent PI: CEDAR, HOWARD)			1	1	[PDF] [View] [04/24/07 12:34 PM]
		DEY, JANET S.			4	4	[PDF] [View] [04/24/07 12:34 PM]
		HOVING, JAMES B.			4	4	[PDF] [View] [04/24/07 12:34 PM]
		LIU, Q. YU-B.			4	3	[PDF] [View] [04/24/07 12:34 PM]
		MUNYON, NICHOLAS			4	2	[PDF] [View] [04/24/07 12:34 PM]
		ROZANSKI, GEORGE L. [C]			3	3	[PDF] [View] [04/24/07 12:34 PM]
		WOLBERG, JAMES			3	3	[PDF] [View] [04/24/07 10:39 AM]

Figure 2: List of Applications (IAR0007)

List of Applications

All applications are now visible on the **List of Applications – All Applications** screen even if they are not assigned to any reviewers.

Status

Hitlist

The **Received Date** now displays the date the application was received by NIH. If an eSubmission is listed, the **Received Date** will now display the date on which the error was received.

Search

You may now search for a PI's first or last name with a hyphen without receiving an error message. A hyphen is considered a valid entry in the first and last name fields.

Status Details

If the activity code of a grant is DP2 (Director's Pioneer Award), the score and percentile values will not display on the **Status Details** screen.

SO searches for grants via **Status Search** by a PI's last name/first name will now return correct results.

FOA

An **FOA** field has been added to the **Status Details** page. The **FOA** field is a Funding Opportunity Announcement, also known to NIH staff as an RFA/PA Number.

Delegate Status

There is now a new ability to delegate status authority to users with the AO or ASST roles.

1. Click **Delegate Status**. A list of all ASSTs or AOs in the institution will appear.

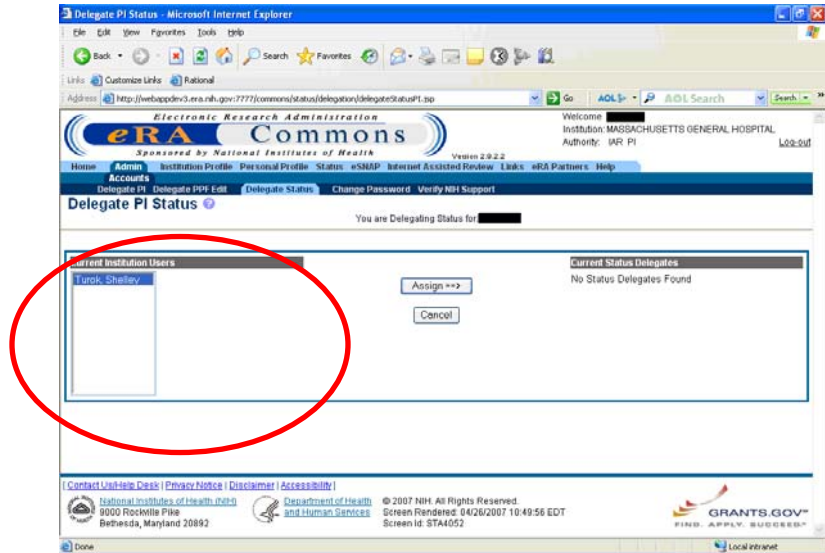


Figure 3: Delegate PI Status (STA4052)

2. Highlight the name of the user you wish to delegate status authority to and click **Assign**. The name of the delegate will appear in the column on the right titled **Current Status Delegates**.

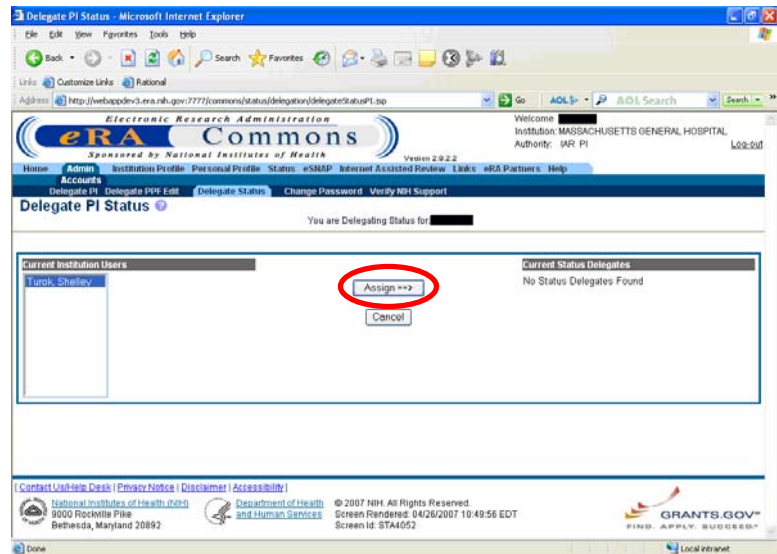


Figure 4: Assign Button (STA4052)

3. A confirmation message will appear stating that the Delegate Status was successful. The Status Delegate will now be able to view the PI's corresponding grants on their **Status** menu.

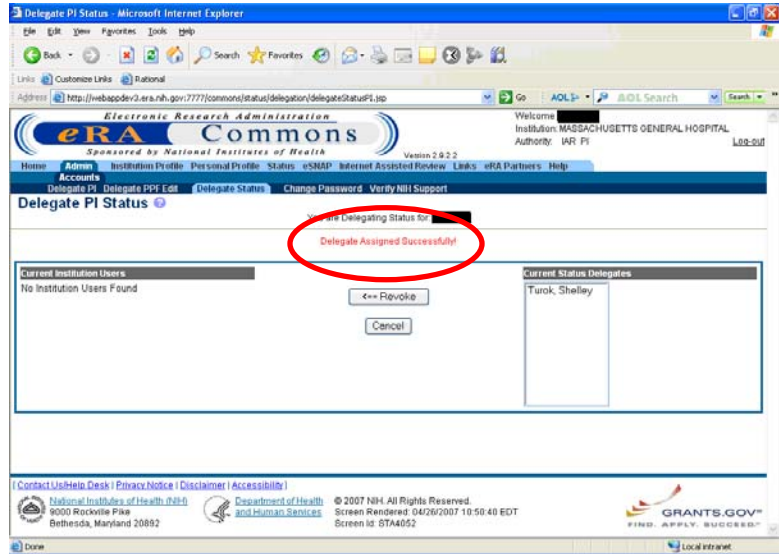


Figure 5: Delegate Status Confirmation (STA4052)

NOTE: Summary statements and scores/percentiles will not be visible to the delegate.

4. The PI and Status Delegate will receive an e-mail if Delegate Status authority is granted.

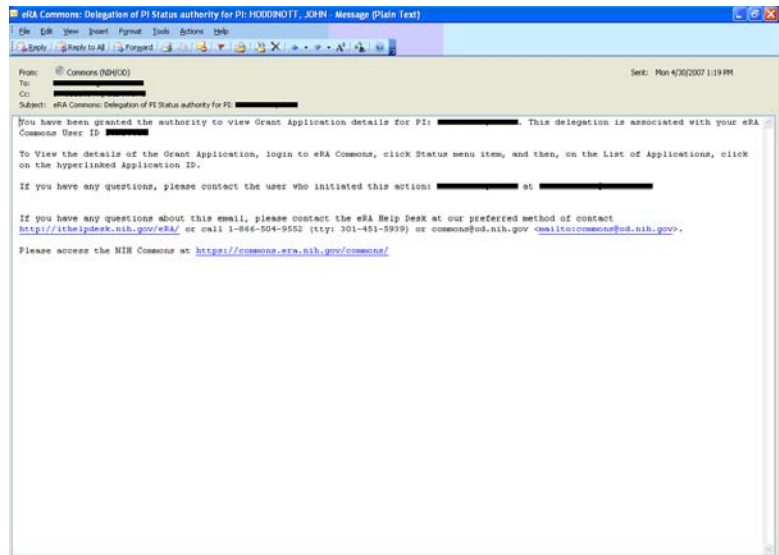


Figure 6: Delegate Status Granted E-Mail

Also, if Delegate Status authority is revoked, the PI and Status Delegate will receive an e-mail.

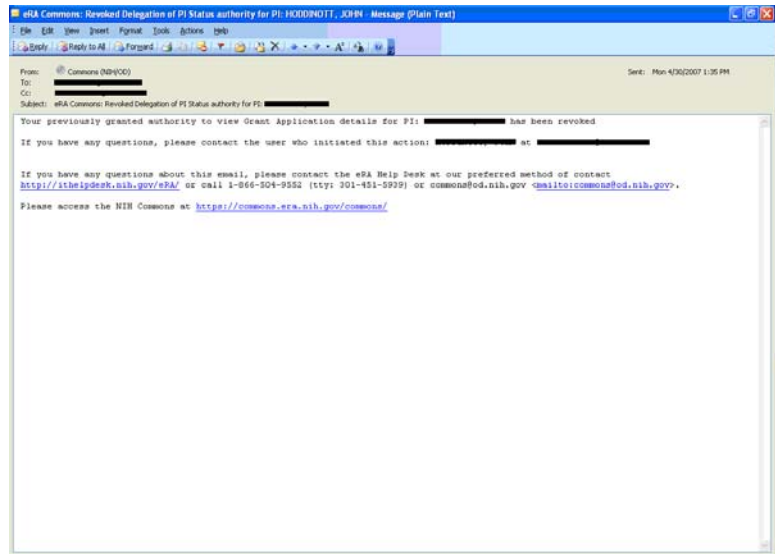


Figure 7: Delegate Status Revoked E-Mail

Just In Time (JIT)

Human Subject Education

When submitting **JIT Human Subject Education**, the character limit for that field is 2000 characters. If the 2000 character limit is exceeded, the system will now display an appropriate error:

Human Subject Education text field allows for entry of no more than 2000 characters. You have exceeded that limit. Please correct and try again.

Financial Status Reports (FSRs)

CAS Transactions

When generating CAS transactions for FSRs, subproject applications are ignored. Only the parent grant is selected, thereby allowing successful CAS transaction generation.

Incomplete eSNAP

Save and Complete

eSNAP

The system will allow a page to be saved in a WIP state if any required items are missing. Submission to NIH will be rejected, however, if there are any missing or invalid data items.

A **Save and Complete** button has been added to several eSNAP pages, where applicable, to perform both actions at once.

The screenshot shows a web browser window displaying a form for designating a section as complete. The form includes fields for 'Administrative Official' and 'Signing Official', each with 'Name' and 'Address' fields. Below these are 'Phone' and 'E-mail' fields. A 'Save & Complete' button is highlighted with a red circle. Below the button, a message reads: 'This section has not been designated as complete' and 'Warning: Clicking on Designate as Complete does not save changes to the eSNAP'. The footer contains logos for the National Institutes of Health (NIH) and the Department of Health and Human Services, along with copyright information for 2007 NIH and the GRANTS.GOV logo.

Figure 8: Save & Complete Button (ESP7008)

Once **Save & Complete** is clicked, the page will display a message stating who performed the action as well as the date.

The screenshot shows the same web browser window after the 'Save & Complete' button was clicked. A message is displayed in a red-bordered box: 'This section was completed by [redacted] on 04/26/2007'. The form fields for 'Administrative Official' and 'Signing Official' are visible above the message. The footer contains the same logos and copyright information as in Figure 8.

Figure 9: Section Complete Verification (ESP7008)

Research Accomplishments or Other File

Along with PIs and PI Delegates, Administrative Officials (AOs) and Signing Officials (SOs) may now add or change the **Research Accomplishments** file or **Other** file.

1. On the **Upload Science** tab, click the **Import** or **Remove** button to edit the files.

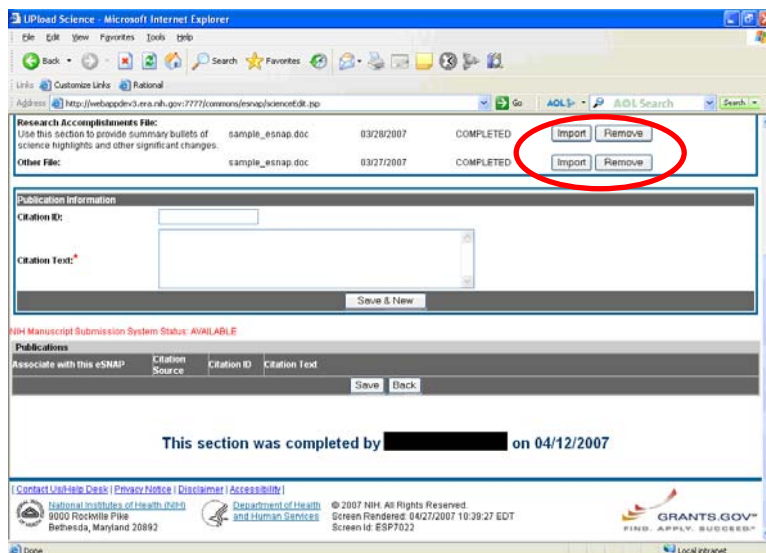


Figure 10: Import and Remove Buttons (ESP7022)

Key Personnel Reporting

Key Personnel Reporting has been changed from **Annual % Effort** for each person to **Months Devoted to Project**. The **Key Personnel** section of the eSNAP report has been modified to reflect this. Calendar, academic and/or summer months may be entered from this release forward.

Name	Degree(s)	SSN (last 4 digits)	Role on Project (e.g. PI, Res. Assoc.)	Date of Birth (MM/DD/YY)	Months Devoted to Project
					Acad Summer

Figure 11: Key Personnel Report

Validations and/or Submit

The following validations have been implemented for **Key Personnel Reporting**:

- Users will receive a warning if calendar months are entered as well as academic and summer months. If calendar months are entered, then summer and academic months should be blank.
- A warning will result if academic OR summer months are entered as well as calendar months. If academic OR summer months are entered, then calendar months should be blank.
- An error will result if none of the three fields (calendar, academic or summer months) has a value greater than 0.
- An error will result if all three fields (calendar, academic or summer months) have a value of 0.

NOTE: These fields are numeric with a character limit of twelve. Two decimal points are allowed.

SNAP Questions & Checklist

The menu item that read **SNAP Questions & Checklist** has been changed to read **SNAP and Other Progress Report Questions & Checklist**.

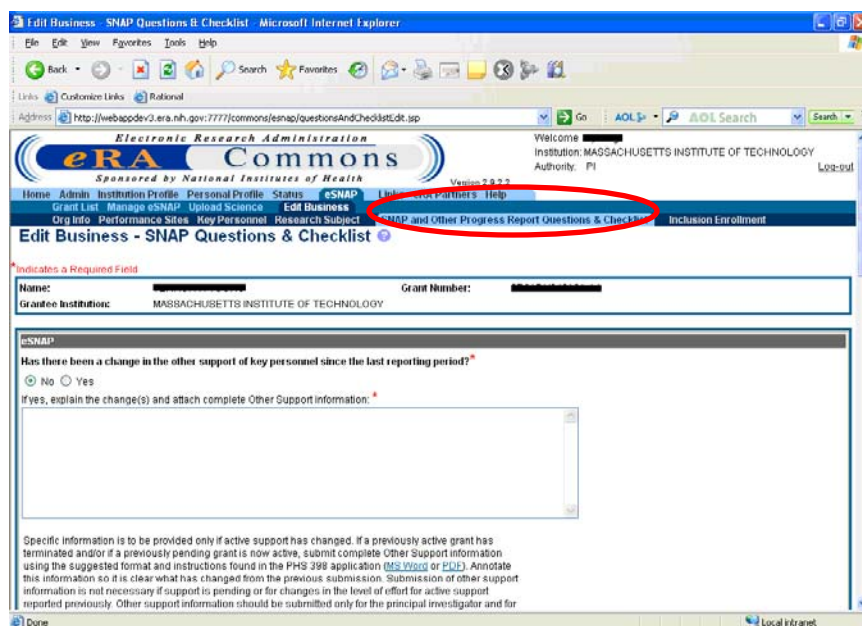


Figure 12: SNAP and Other Progress Report Questions & Checklist (ESP7018)

The following questions have been added to the **SNAP and Other Progress Report Questions & Checklist**:

- Changes in Select Agent Research?
- Changes in Multiple PI Leadership plan?

NOTE: There is no default answer to these questions. You must select YES or NO, otherwise you will receive an error message on validation and/or submit.

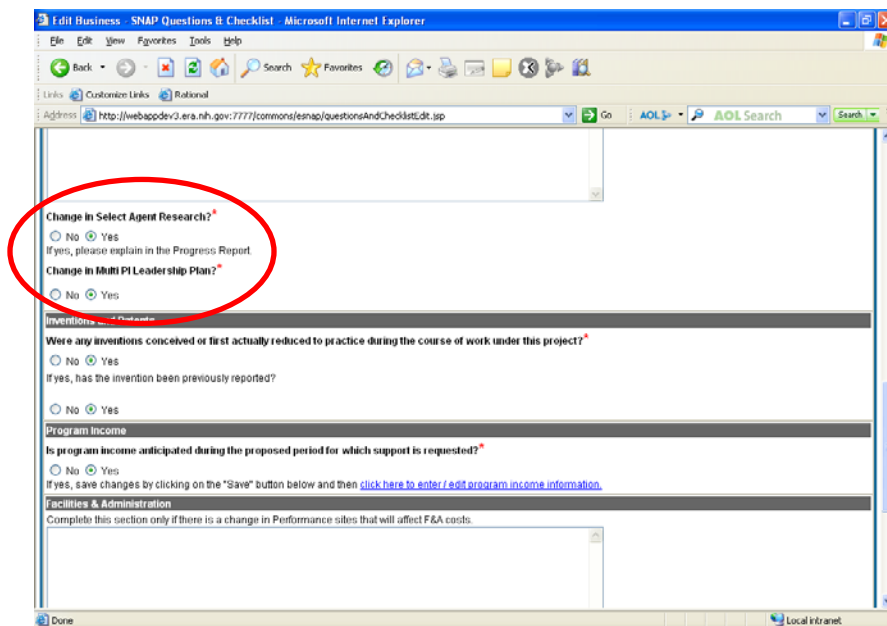


Figure 13: SNAP and Other Progress Report Questions & Checklist (ESP7018)

Institution Profile/ Assurances & Certifications

Within the **Institution Profile**, on the **Assurances and Certifications** screen, the following modifications have been made to the names of the assurances and certifications:

- **Conflict of Interest** has been edited to read **Financial Conflict of Interest**.
- **Human Subjects** has been edited to read **Human Subjects Research**.
- **Institutional Debarment Assurance** now reads **Institutional Debarment and Suspension Assurance**.
- **Recombinant DNA** now reads **Recombinant DNA, Including Human Gene Transfer Research**.
- **Research With Human Embryonic Stem Cells** has been edited to read **Research Using Human Embryonic Stem Cells**.
- **Transplantation of Human Fetal Tissue** has been edited to read **Research on Transplantation of Human Fetal Tissue**.

The following new assurances and certifications have been added:

- **Prohibited Research**
- **Select Agent Research**
- **PI Assurance**

NOTE: Signing Officials (SOs) must validate the three new assurances and certifications before submitting eSNAPs.

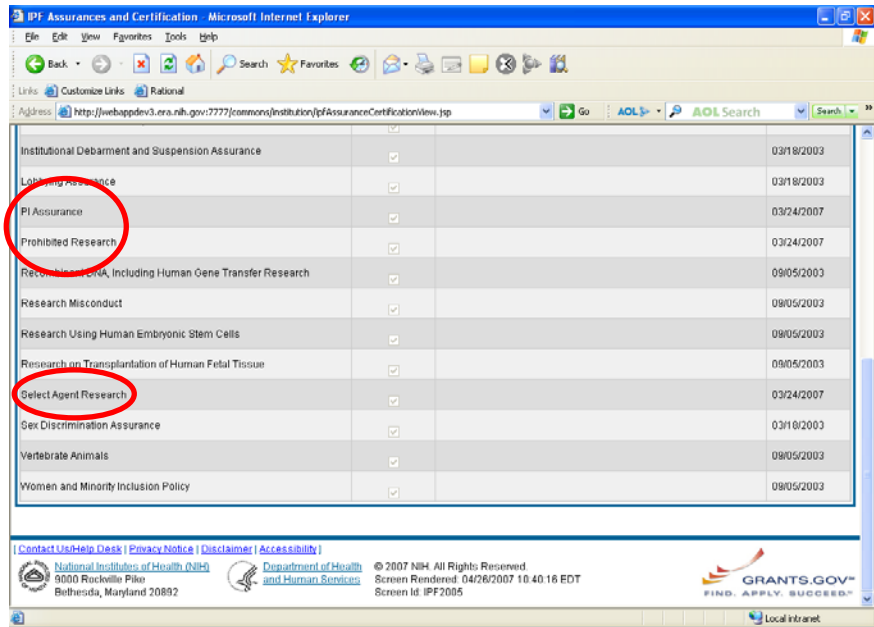


Figure 14: IPF Assurances and Certifications (IPF2005)

Manage eSNAP

A reference has been added to the **Manage eSNAP** page that reads:

OMB Approval Number: OMB No. 0926-0001/PHS2590 Approved through 09/30/2007

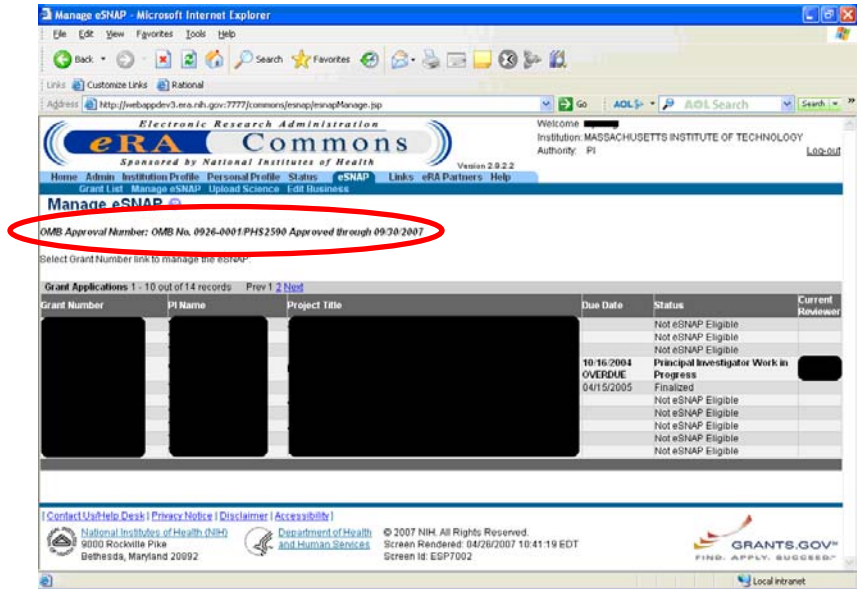


Figure 15: Manage eSNAP (ESP7002)

PD/PI Assurance Report

A new functionality has been created which allows users to report on the signature statistics. The page will be accessible by SOs and NCAAs. On the **PD/PI Assurance Report** page, users will see the following:

- Date Range (From and To) – defaulted to From 30 days from SYSDATE to SYSDATE.
- If the user has NCAA authority, he/she will see an IPF field, which is required.
- PI Last Name - Optional
- PI First Name - Optional
- Search and Clear buttons

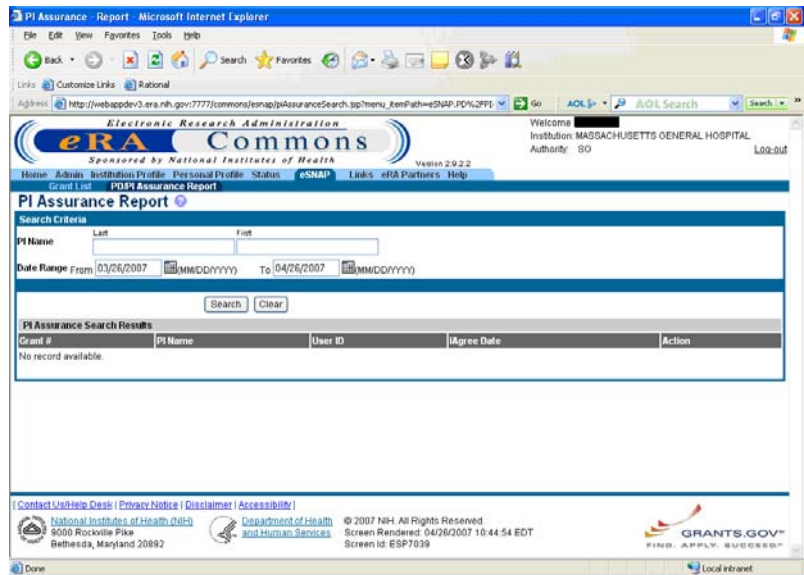


Figure 16: PI Assurance Report (ESP7039)

When the user clicks **Search**, the system executes the search and returns all audit records that fall within the specified date periods. For an SO, the default institution affiliation records only are returned. For an NCAA (who must specify the IPF code during execution of the query) only records that fall within the specified institution are returned.

The hitlist of returned records will show 100 records per page (with pagination after every 100 records if more than 100 records are returned). The following hitlist data will be displayed to the user:

- Grant #
- PI Last Name, First Name, MI
- PI User ID
- Date/Time the Assurance Button was pressed (IAgree Date)
- Action

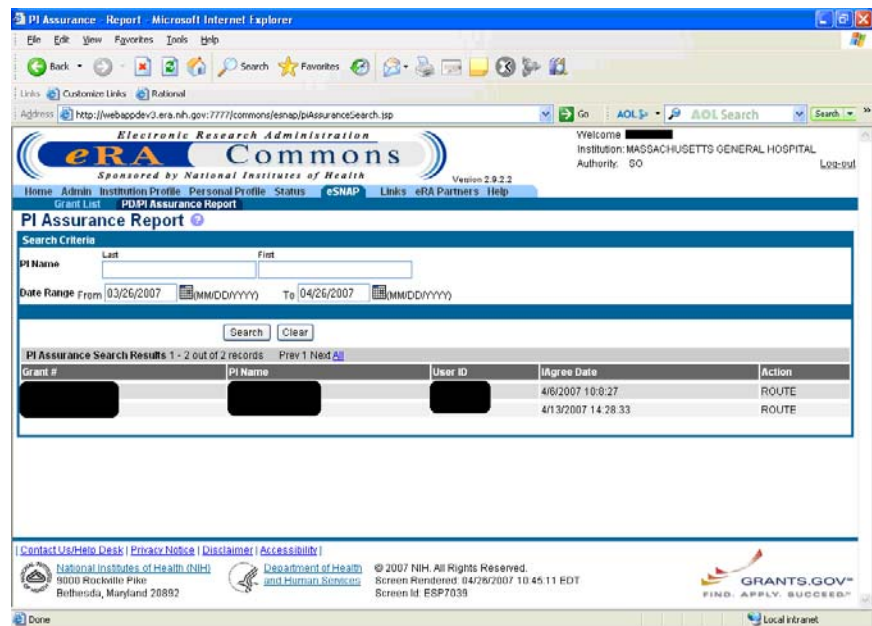


Figure 17: PI Assurance Search Results (ESP7039)

Reference Letters

Submenu

A new **Reference Letters** submenu has been created under the **Personal Profile** tab. This page will show a list of all reference letters for the user account. Letters that are matched to a grant application will display the corresponding application ID and project title.

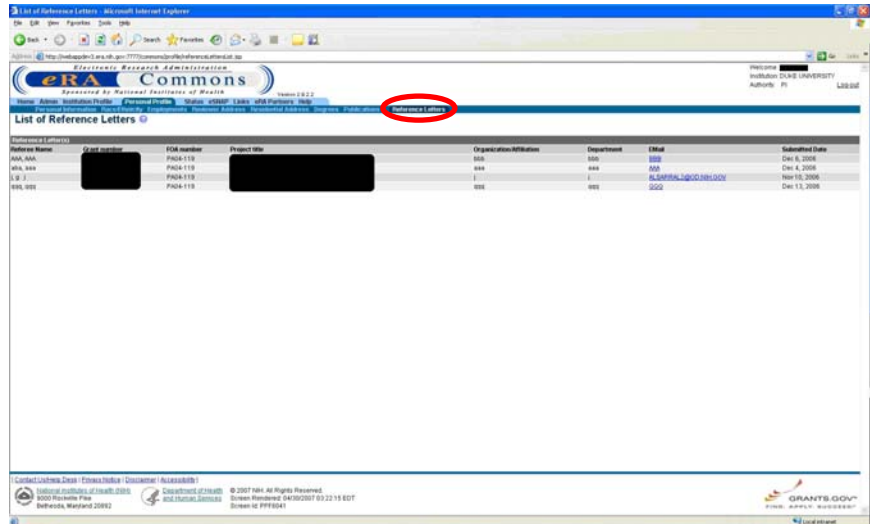


Figure 18: Reference Letters Tab (PPF6041)

Status Details

A small explanation has been added to the **Status Details** screen regarding reference letters:

This list shows Reference Letters associated with this particular grant application. Principal investigators may view a list of all letters within the Personal Profile-Reference Letters section.

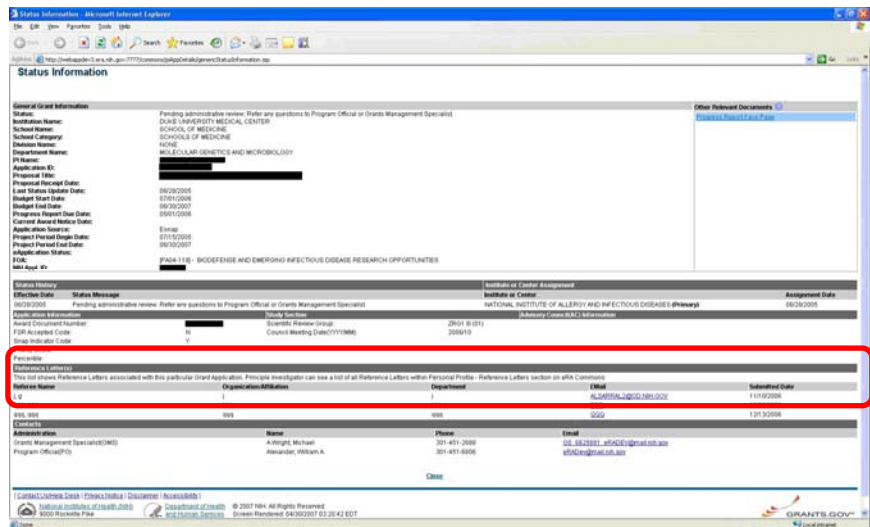


Figure 19: Reference Letters Explanation (STA4002)