

Commons Version 2.19.0.0 Personal Profile, eSNAP and xTrain Release Notes

Enhancements

Personal Profile

On the Personal Profile, *Add New Degrees* screen, the content was changed to now read, *Add all degrees earned or in progress*". This is a content change only. (See Figure 1.)

The screenshot shows the eRA Commons web interface. At the top, the logo for eRA Commons is displayed, along with the text "Electronic Research Administration" and "Sponsored by National Institutes of Health". The version number "Version 2.19.1.2" is also visible. A navigation menu includes links for Home, Admin, Institution Profile, Personal Profile, Status, eSNAP, FSR, Internet Assisted Review, xTrain, Links, eRA Partners, and Help. The "Degrees" link is highlighted with a red box. Below the navigation menu, the page title "Add Degree - Earned or in Progress" is displayed in a red box. The main content area contains a form titled "Degree Information" with the following fields: "Degree Name" (a dropdown menu showing "AB BACHELOR OF ARTS"), "Degree Text" (a text input field with a note "(for 'Other' degrees only)"), "Degree Completed" (radio buttons for "Yes" and "No / In Progress"), "Major" (a text input field), "Minor" (a text input field), "Institution" (a text input field), "Location (if not in U.S., indicate city and country)" (a text input field), "Date (or expected Date) of Degree (MM/YYYY)" (a date input field), and "Length of Program (Number of Years)" (a text input field). At the bottom of the form are "Submit", "Reset", and "Cancel" buttons.

Figure 1: Add Degree – Earned or in Progress.

eSNAP

Zip Code Enhancement

The eSNAP system Zip Code field will now allow for characters as well as digits on the *Edit Business – Project/ Performance Site List* screen for foreign countries, including Canada. (See Figure 2.)

Electronic Research Administration
eRA Commons
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Version 2.19.1.2

Welcome
Institution: HARVARD UNIVERSITY (SCH OF PUBLIC HLTH)
Authority: IAR PI [Log-out](#)

Home Admin Institution Profile Personal Profile Status eSNAP Internet Assisted Review xTrain Links eRA Partners Help

Grant List Manage eSNAP Upload Science Edit Business
Org Info Project/Performance Sites Senior Key Personnel Research Subject SNAP and Other Progress Report Questions & Checklist Inclusion Enrollment

Edit Business - Project/Performance Site List

Edit Project/Performance Site

*Indicates required field

Project/Performance Sites Form

Name*	DUNS or DUNS + 4*	Country*	Primary Project/Performance Site <input checked="" type="checkbox"/>
HARVARD SCHOOL OF PUBLIC HEALTH	123456789	CANADA	
Address line 1	Address line 2	Address line 3	Address line 4
HARVARD UNIVERSIT	PUBLIC HEALTH CAMF		
City*	State*	Zip Code*	Congressional Districts*
BOSTON		A123B	00-000
County	Province		

Effective August 2008, Address line 3 and 4 above will no longer be displayed on the eSNAP report and Grant Progress report. Please ensure all relevant data is contained within Address lines 1 and 2.

Project/Performance Sites				
Name	DUNS	Congressional Districts	Address	Action
HARVARD SCHOOL OF PUBLIC HEALTH (Primary)	123456789	00-000	HARVARD UNIVERSITY PUBLIC HEALTH CAMPUS BOSTON A123B CANADA	Edit Delete

Figure 2: Edit Business – Project/Performance Site List.

Show Human Subject Descriptions

A link was added to the *Edit Business – Research Subject* screen to provide descriptions of all the Human Subject codes (E1-E6). Descriptions for E7 and E8 are already provided on the screen. (See Figure 3.)

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Edit Business - Research Subject

Notes:
The following Human Subject Exemption Numbers can be used in addition to the six standard exemption codes described at <http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.htm>:
- E7: Human subjects involved - Multiple exemptions designated
- E8: Human subjects involved - HS regulations waived designated

*Indicates a Required Field

Name: Grant Number:

Grantee Institution: HARVARD UNIVERSITY (SCH OF PUBLIC HLTH)

Human Subjects

Does the proposal involve human subjects? *

No Yes

Has the involvement of human subjects changed since the previous submission? *

If yes, the change must be addressed in the Progress Report.

No Yes

Is the research exempt? *

No Yes

Required if research is exempt

Exemption Number:

NIH-defined Phase III Clinical Trial *

No Yes

Assurance No.: FWA0000

Human Subject Education:
Required only for new Senior/Key Personnel that are involved in human subject research. Include a description of the education completed in the protection of human subjects.
Note, if the human subjects research is exempt under exemption #4, then this documentation is not required.

Figure 3: *Edit Business – Research Subject*.

xTrain Changes

System Aligned with Recent xTrain Policy Change

Regarding the previous requirement for signed paper copies of all post-doc trainee actions, the following xTrain system changes have been made:

- Appointment forms and termination notices submitted through xTrain will now serve as official documentation. The system will no longer prompt users to print, sign and mail signed appointment forms and termination notices for post-doc trainees.
- Signed payback forms for post-doc trainees in their first year of NRSA support are still required and the system will provide a link to print document.

(See Figure 4.)

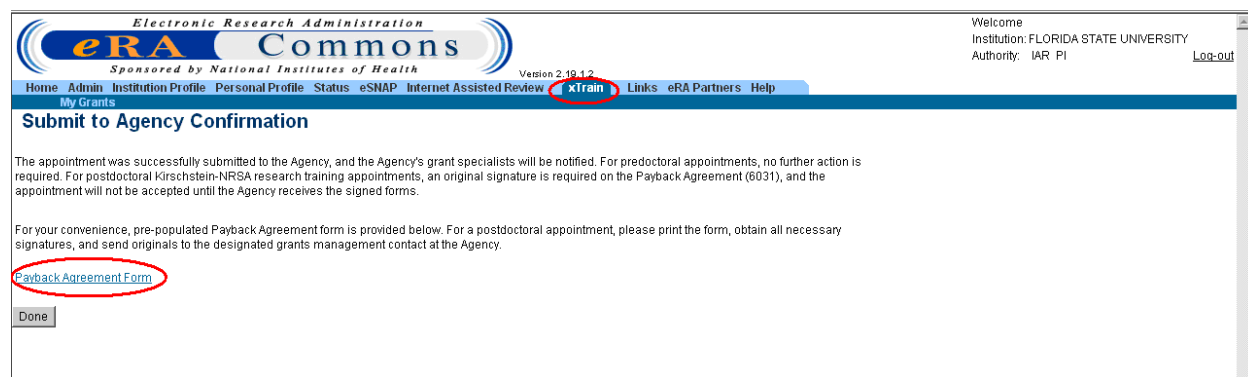


Figure 4: Submit Agency Confirmation.

The old appointment “Submit to Agency Confirmation” screen had a link to the Pre-Populated 2271 Form which is no longer needed. (See Figure 5.) Similar changes have been made to the “Submit to Agency” Confirmation screen for termination notices, as well.



Figure 5: Old Submit to Agency Confirmation screen.

Disability and Ethnicity Information

Business rule checks (i.e., validations) against ethnicity and disability information have been separated from checks against other profile information. Ethnicity and disability became required fields as of May 1, 2008 (part of most recent OMB cleared changes for the 2271 form). The change was necessary to allow proper paper processing of forms submitted prior to May 1, 2008 that did not include ethnicity and disability information.

If the required fields are not populated in the Personal Profile the following error message will be displayed when the *Trainee Routes to PI* or when the *PI Submits to Agency*.

Appointment validation errors:

- *Trainee Race, Gender and Birth Date must be entered. Where available, "Do not wish to provide" can be used. Trainee must enter this information on Personal Profile screen in eRA Commons.*
- *Trainee Ethnicity and Disabilities must be entered. Where available, "Do not wish to provide" can be used. Trainee must enter this information on Personal Profile screen in eRA Commons.*

(See Figure 7.)

The screenshot shows the eRA Commons web interface. At the top, there is a navigation bar with links: Home, Admin, Personal Profile, XTrain, Links, eRA Partners, Help. Below this is a blue header with the text "Statement of Training Appointment". A red-bordered box highlights an "Error Message" section. The message text is: "Appointment validation errors: - Trainee Race, Gender and Birth Date must be entered. Where available, 'Do not wish to provide' can be used. Trainee must enter this information on Personal Profile screen in eRA Commons - Trainee Ethnicity and Disabilities must be entered. Where available, 'Do not wish to provide' can be used. Trainee must enter this information on Personal Profile screen in eRA Commons - Trainee citizenship must be entered. Trainee must enter this information on Personal Profile screen in eRA Commons. (ID: 200014)". Below the error message, there is a section for appointment details: Project Number: T32.MH.312166, Appointment Status: In-Progress Trainee View Routing History, Project Title: XTRAIN DEMO TRAINING GRANT, Institution: EXT UAT DEMO CORP., PD Name: Tex, PI. At the bottom, there is a section for "PHS 2271 OMB No. 0925-0001" with a note: "* indicates required field" and "Trainee Personal Information". A footer note states: "For every research training appointment or re-appointment, trainees should review and update their personal information by using the Personal Profile link at the top of this page. Except for the e-mail address, personal".

Figure 6: Ethnicity and Disability Error.

This new error message (above) replaces the previous (old) error message which read as follows:

Trainee Race, Ethnicity, Disabilities, Gender and Birth Date must be entered. Where available, "Do not wish to provide" can be used. Trainee must enter this information on Personal Profile screen in eRA Commons.

Defects

A problem was discovered whereby an error would be generated when revoking "Delegate Submit" authority. This error has been corrected.