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.)*

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.)*

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.)*

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.
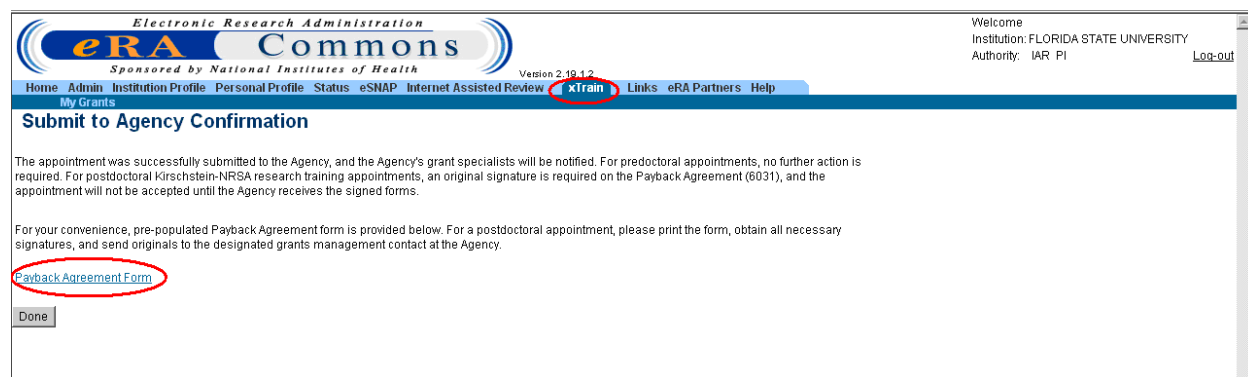
(See Figure 4.)

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.)

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.