eRA Commons Release Notes Version 2.9.2.2

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.

Internet Assisted Review (IAR)

Fellowship Applications

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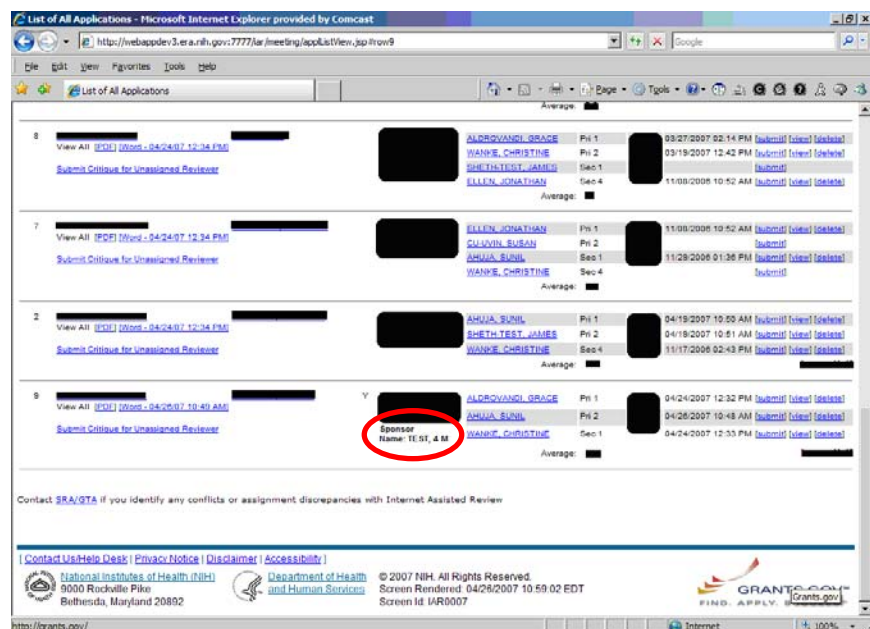

Figure 1: List of Applications (IAR0007)

Mail Reviewers

Mail reviewers are allowed to submit in any phase if they have not previously submitted a critique. Once a critique is submitted, however, the reviewer may only view them in the READ phase. The reviewer may submit, view or delete as normal in the SUBMIT and EDIT phases.

Mail Reviewers should continue to view only critiques they have submitted and nothing else. The concept of Blocking, thus, does not apply to mail reviewers.

Meeting Materials

The **Meeting Materials** folder functionality has been expanded to allow for the submission of grant application specific materials. When reviewers upload meeting materials, they will now be able to specify if they are uploading for specific grant applications in the meeting.

CD Conflicts

The **Meeting Materials** folder will honor the CD conflicts as set up in Peer Review between the reviewer and applications, and will hide materials for applications with which the reviewer is in CD conflicts only.

NOTE: This occurs only for reviewers. SRAs/GTAs will continue to see the entire list of meeting materials.

Import Meeting Materials

The **Import Meeting Materials** functionality has been updated to NOT import meeting materials into a destination meeting for materials that are specific to any grant applications in the target meeting.

Sort Number

The sort number on **Meeting Materials** has been increased to 5 digits from the current 3.

Subprojects

There is a new **Control Center** option to show/hide subproject applications on all IAR screens. If the option is set to Hide by the SRA, subprojects will not be visible on any IAR screens.

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.

Figure 2: List of Applications (IAR0007)

Edit Important Reminders

SRAs/GTAs may now edit the **Important Reminders** section in the **Control Center**.

1. Click the **Edit Important Reminders** link.
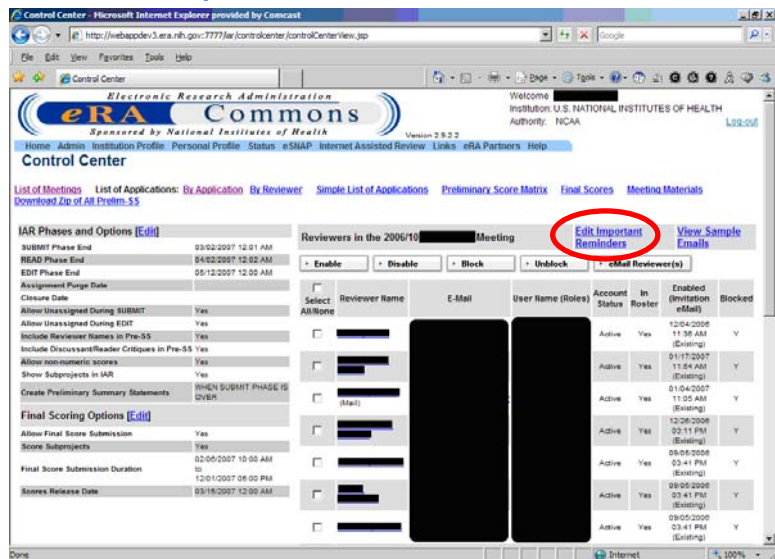

Figure 3: Edit Important Reminders Hyperlink (IAR0002)

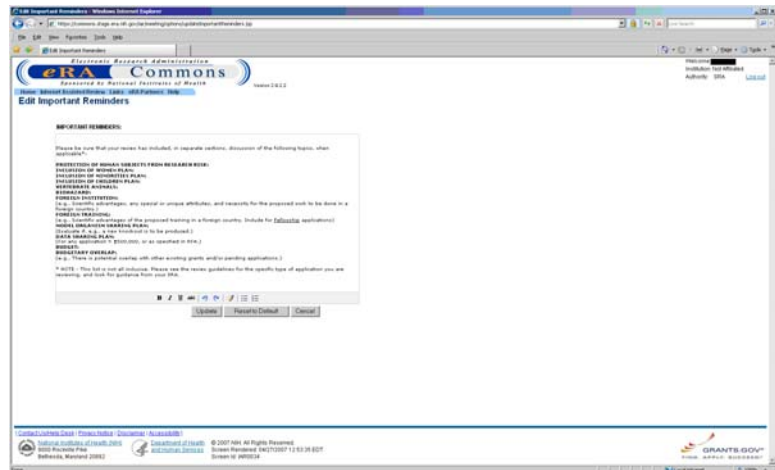2. In the **Important Reminders** text box, make your edits/revisions.

Figure 4: Edit Important Reminders (IAR0034)
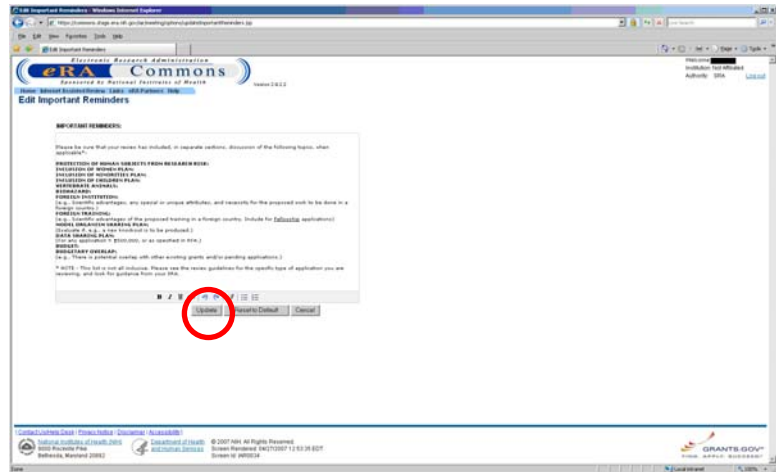
3. Click **Update**.

Figure 5: Update Button (IAR0034)

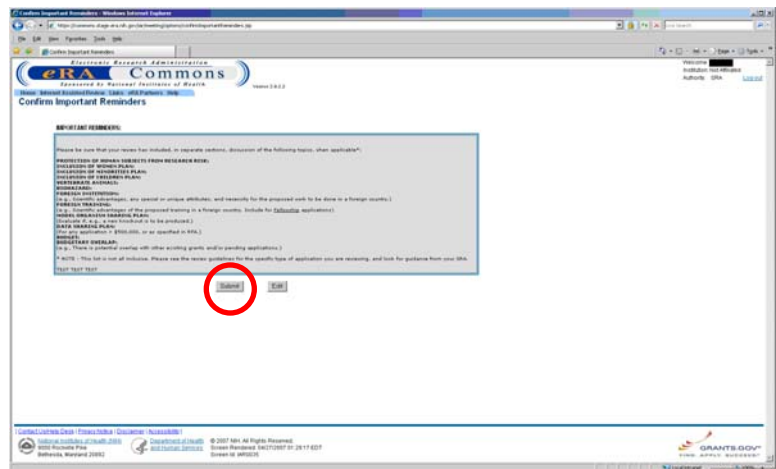4. On the **Confirm Important Reminders** screen, click **Submit**.

Figure 6: Confirm Important Reminders (IAR0035)

5. When submitting a critique, the changes will now be visible in the **Important Reminders** box.
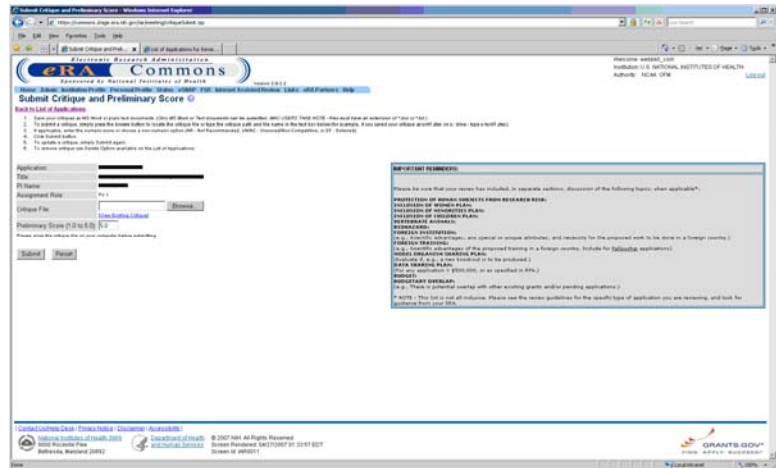

Figure 7: Submit Critique and Preliminary Score (IAR0011)

E-Mails

SRAs/GTAs are now able to monitor system-generated e-mails. In the **Enabled** column, the date/time the reviewer was enabled, as well as the type of e-mail which was sent is displayed. To view sample e-mail text, click the **View Sample Emails** link.
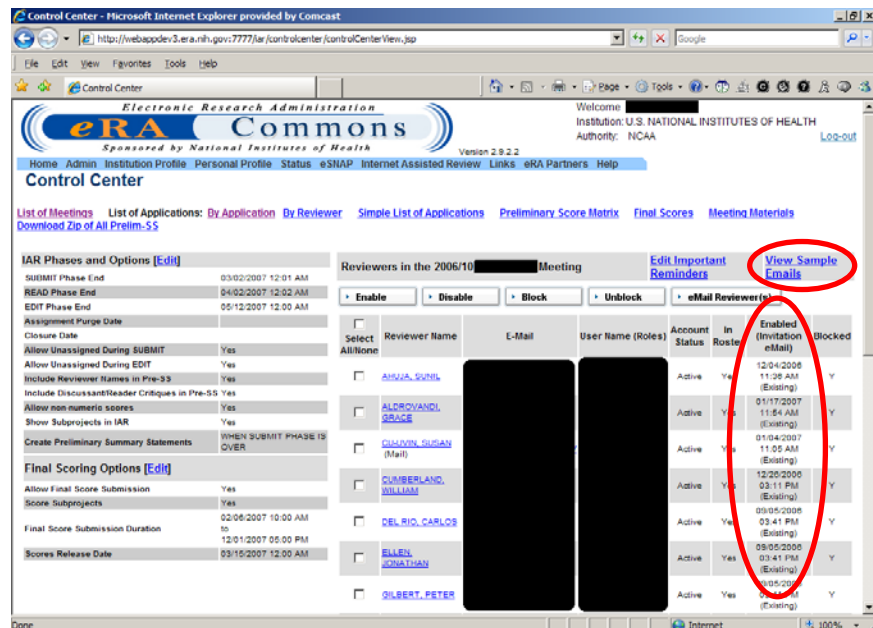

Figure 8: Control Center (IAR0002)

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.

Preliminary Score Matrix

An error is no longer returned when attempting to show lower half applications only on the **Preliminary Score Matrix**.

Preliminary Summary Statements

For each meeting where the Submit Phase End Date, Edit Phase End Date, or Meeting Release Date (in Peer Review) has passed, applications are located for which Pre-Summary Statements need to be created.

The criteria for creating a Pre-Summary Statement are as follows:

1. At least one critique exists for the application or one of its subprojects (regardless of the meeting of the subproject). If the application is parent to subproject applications, then the system checks to determine if the subprojects have critiques. If at least for one of the subprojects has a corresponding critique, then a Preliminary Summary Statement will be generated for the parent application with that critique even if there are no critiques submitted for the parent application. If the application is a subproject, then critiques only of that subproject are used to create a Word file for that subproject record.

2. An existing Pre-Summary Statement does not exist.

NOTE: Deferred, 901, or Withdrawn applications do not need pre-summary statements.

Final Scoring

SRAs, GTAs, and NCAAs may enter final scores.

1. Click the **Final Scores** hyperlink in the **Control Center**.
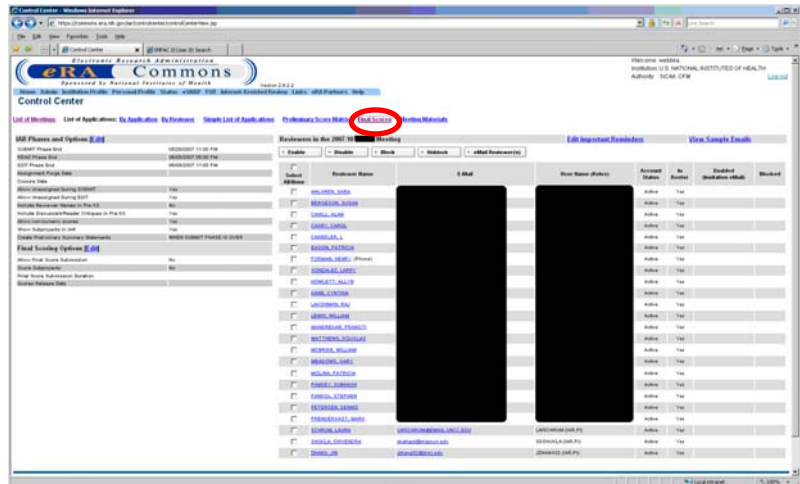

Figure 9: Final Scores Link (IAR0002)

2. The system will show all applications that are being reviewed in the meeting. Click on the **Final Scores Details** link for an application.
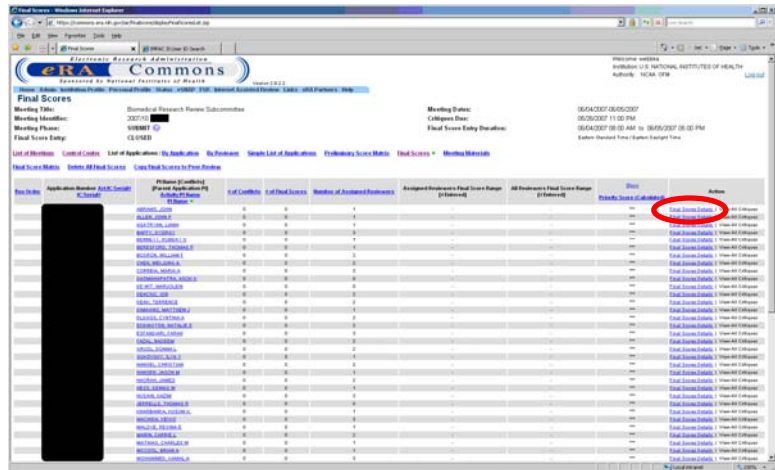

Figure 10: Final Scores Link (IAR0800)

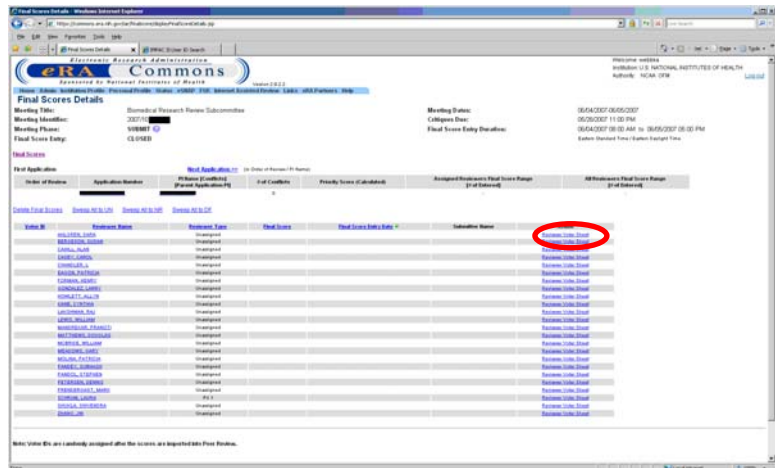3. Click the **Reviewer Voter Sheet** link.

Figure 11: Final Scores Details (IAR0801)
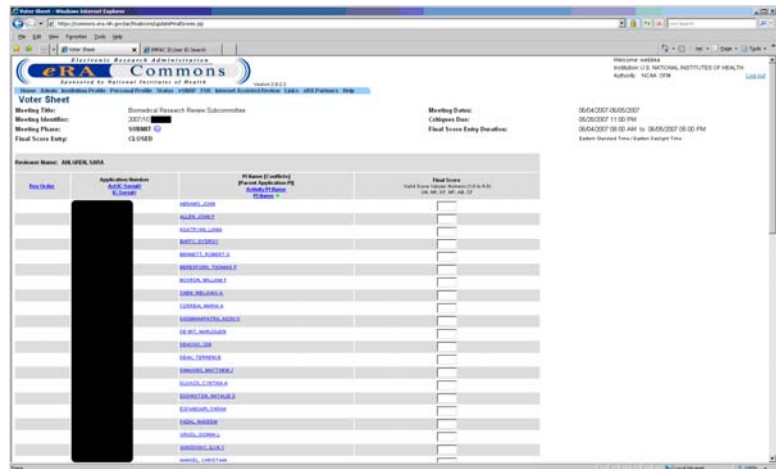
4. Enter scores for each application.

Figure 12: Voter Sheet (IAR0804)

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 ASST roles.

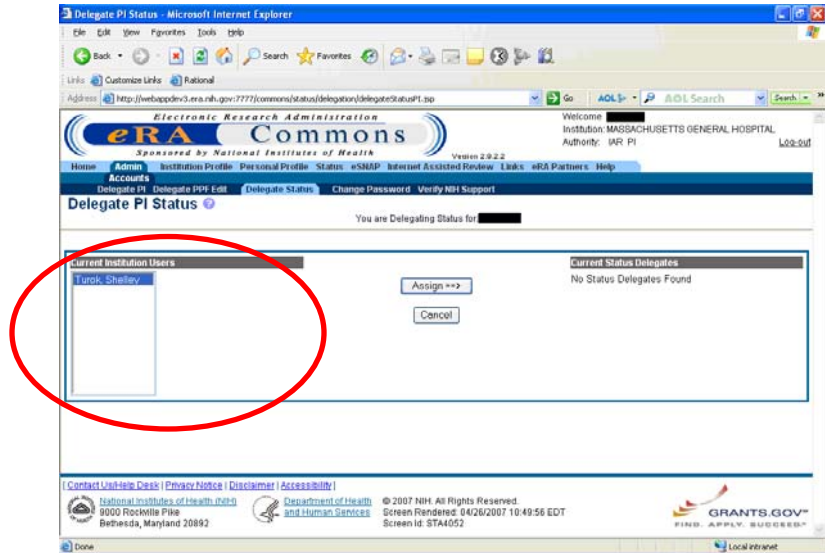1. Click **Delegate Status**. A list of all ASSTs in the institution will appear.

Figure 13: 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**.
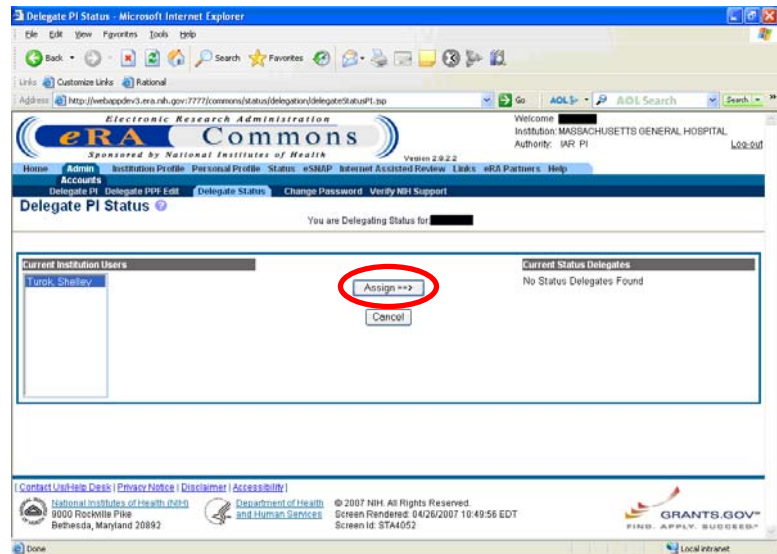

Figure 14: Assign Button (STA4052)

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.
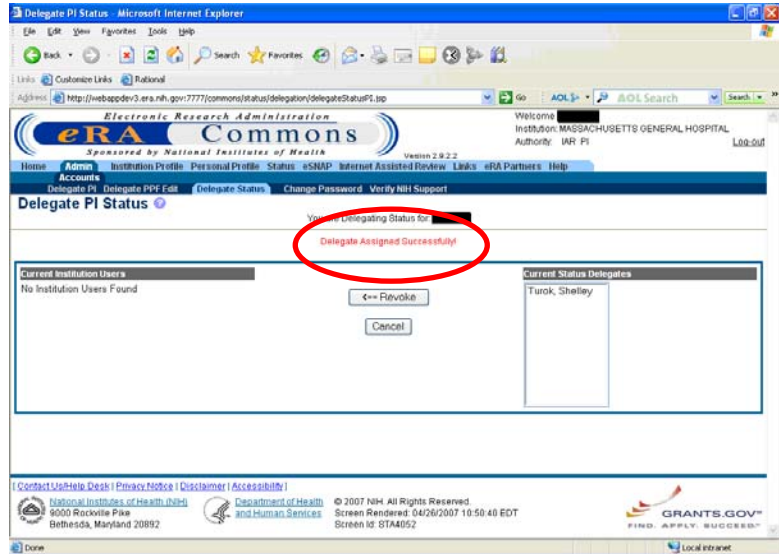

Figure 15: Delegate Status Confirmation (STA4052)

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

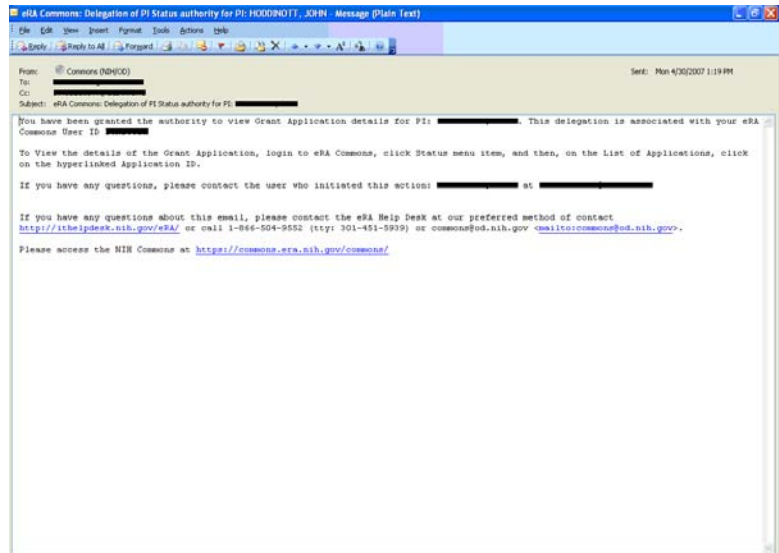4. The PI and Status Delegate will receive an e-mail if Delegate Status authority is granted.

Figure 16: Delegate Status Granted E-Mail

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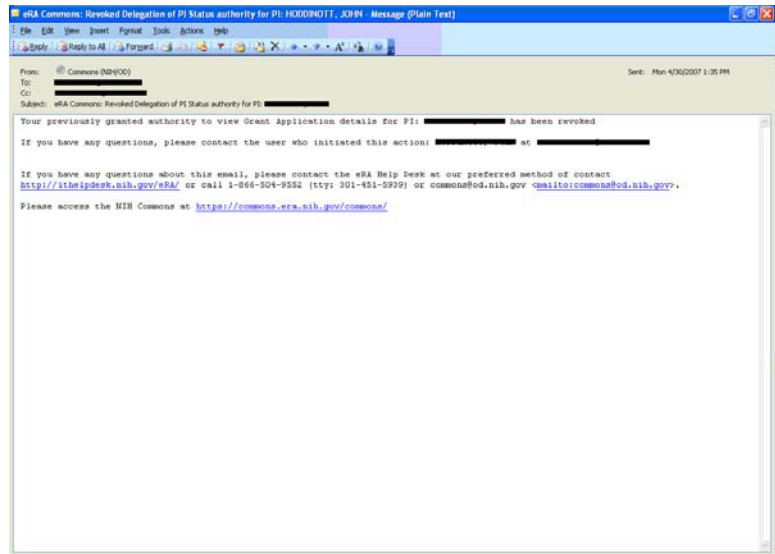

Figure 17: Delegate Status Revoked E-Mail

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.

OFM Reports

The reports area for OFM users is now functioning properly. Reports for any IC may now be run.

eSNAP

Incomplete 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.

Save and Complete

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

Figure 18: 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.

Figure 19: Section Complete Verification (ESP7008)

eSNAP Submission

When an eSNAP is submitted, the Program Official and Grants Management Specialist will now receive the e-mail that is being sent to the central IC mailbox.

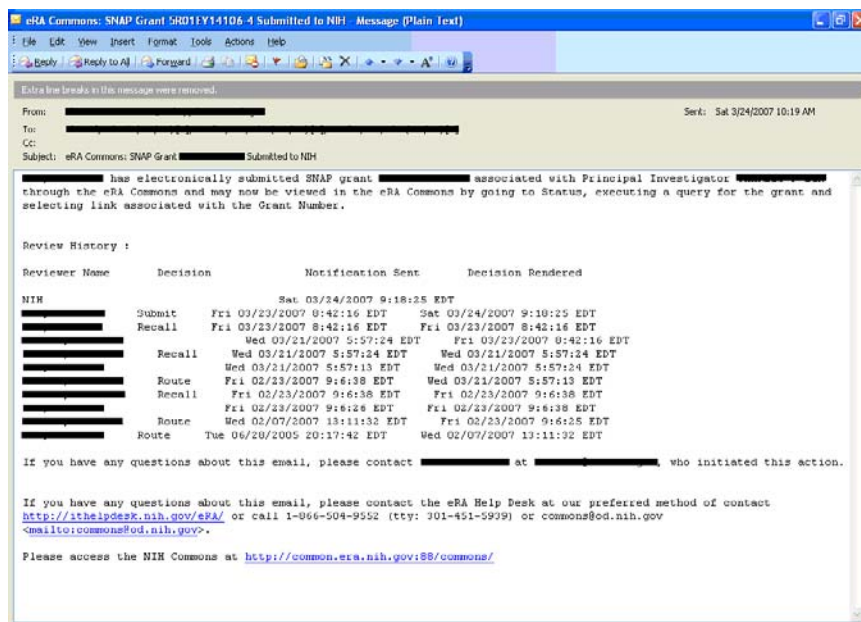*Figure 20: eSNAP Submission E-Mail*

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.
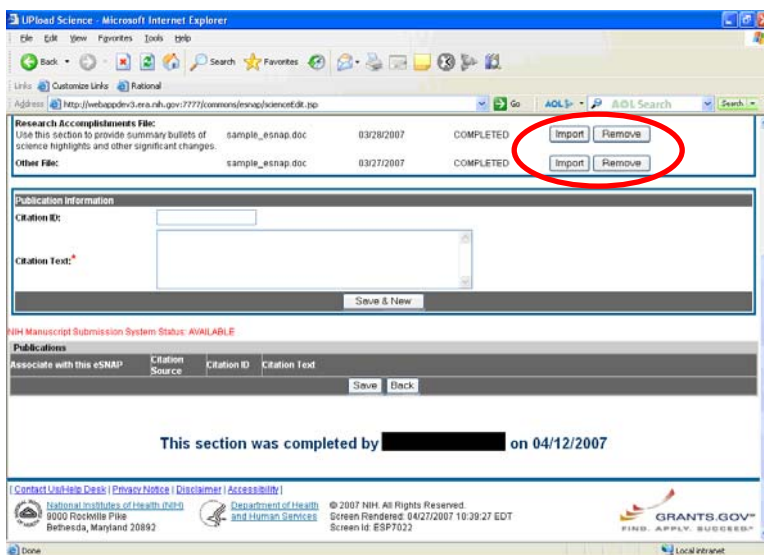

Figure 21: Import and Remove Buttons (ESP7022)

Reset eSNAP

NCAAs will now have the ability to reset a finalized eSNAP, removing it from the grant folder and sending it back to the PI.
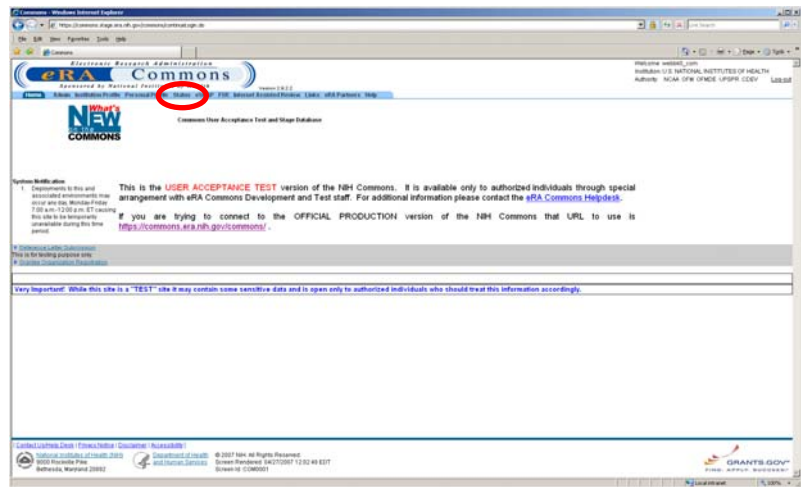
1. Click **Status**.

Figure 22: Status Tab (COM0001)

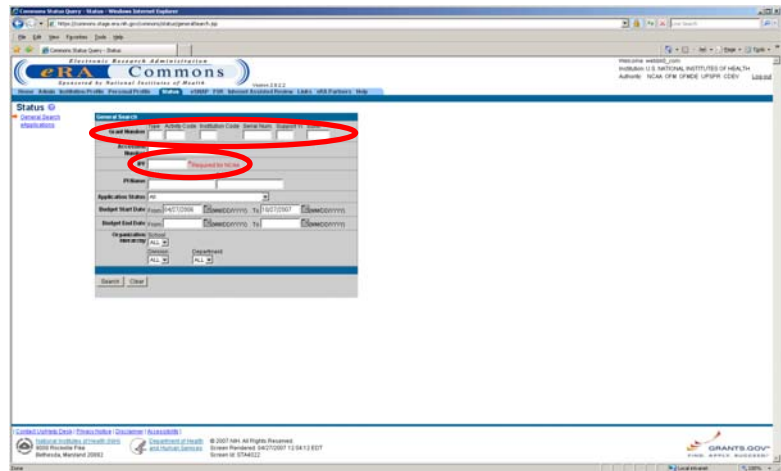2. Enter the institution's IPF and grant number as search parameters.

Figure 23: Status (STA4022)

3. Click **Search**.
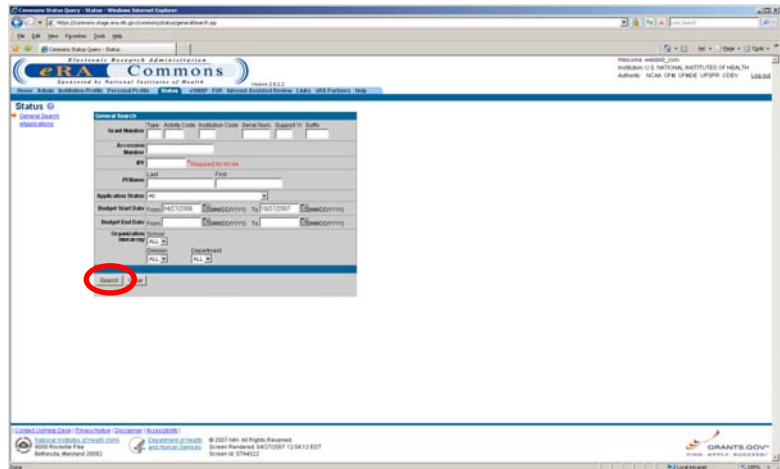
Figure 24: Search Button (STA4022)

4. In the **Action** column, click the **Reset eSNAP** hyperlink.

Figure 25: Reset eSNAP Hyperlink (STA4023)

5. The **eSNAP Menu** will appear. Enter **Reset Comments** and click **Reset**.
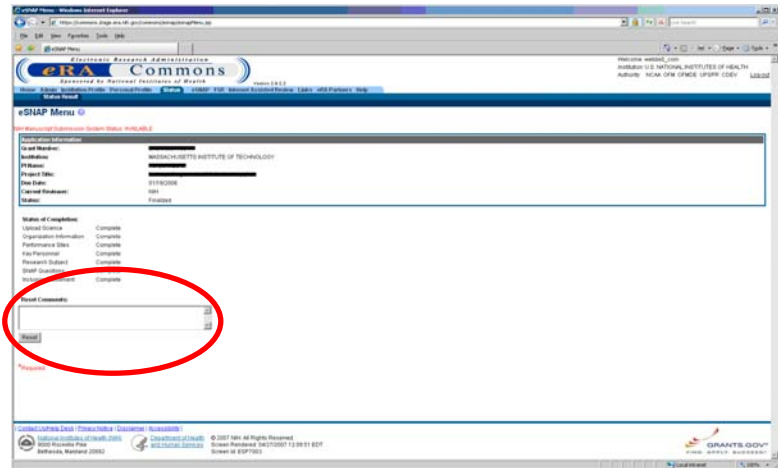
Figure 26: Reset Comments Text Box and Reset eSNAP Hyperlink (ESP7003)

NOTE: Reset Comments are required.

6. A verification message will appear stating that the eSNAP has been successfully reset.

Figure 27: Reset eSNAP Verification (ESP7003)

7. The eSNAP will appear on the **Manage eSNAP** page in the PI's account with an updated status of "*Principal Investigator Work in Progress.*"
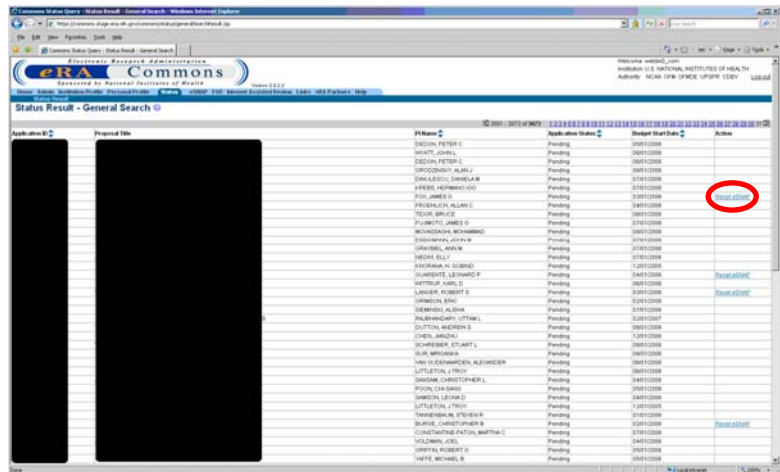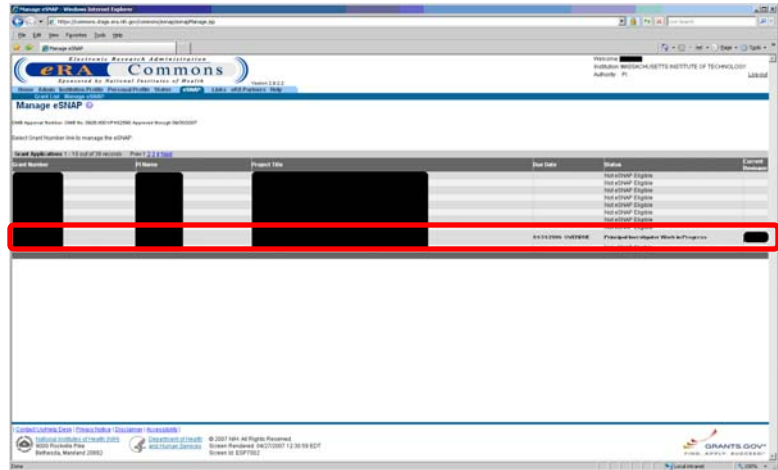

Figure 28: Manage eSNAP (ESP7002)

8. An e-mail will be generated to the Grants Management Specialist, Program Official, and IC mailbox whenever an eSNAP is reset.

Figure 29: Reset eSNAP E-Mail (GMS, PO, & IC)

The PI will also receive an e-mail.

Figure 30: Reset eSNAP E-Mail (PI)

Key Personnel Reporting

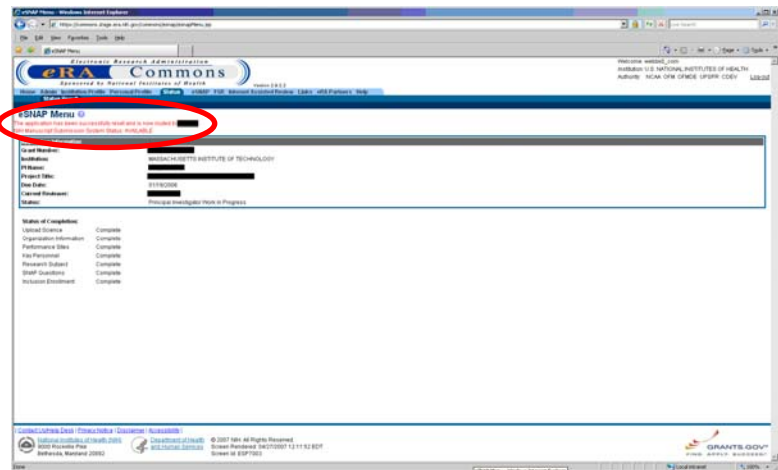**Key Personnel Reporting** has been changed from **Annual % Effort** for each person to **Months Devoted to Project**. The **Key Personnel** section of the eSNAP report has been modified to reflect this. Calendar, academic and/or summer months may be entered from this release forward.

Figure 31: Key Personnel Report

Validations and/or Submit

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

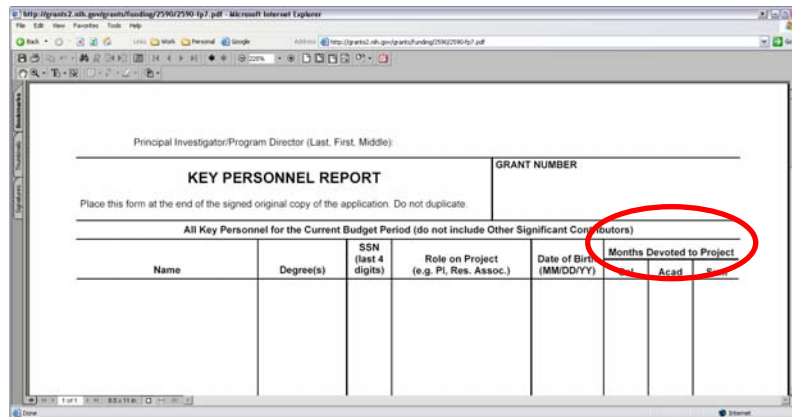- Users will receive a warning if calendar months are entered as well as academic and summer months. If calendar months are entered, then summer and academic months should be blank.

- 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**.
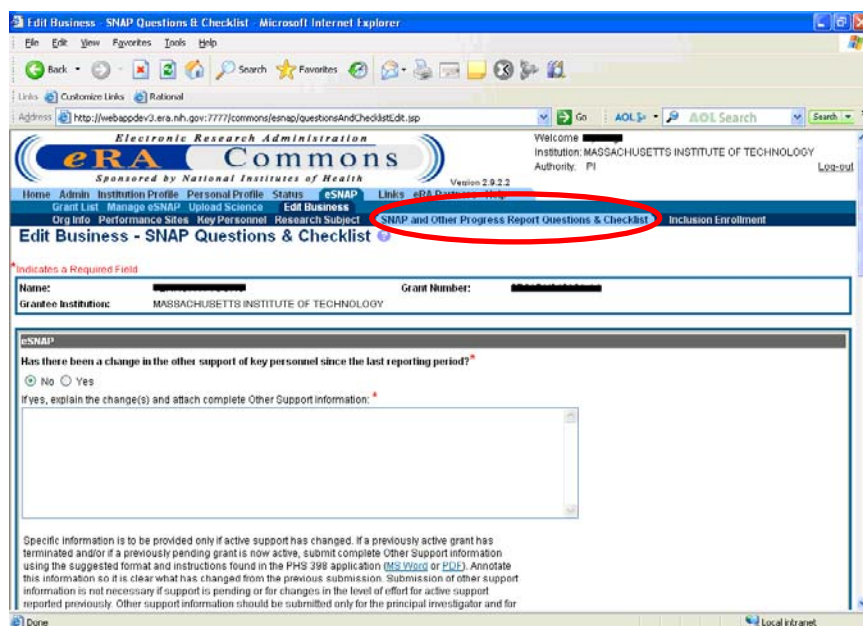

Figure 32: SNAP and Other Progress Report Questions & Checklist (ESP7018)

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.
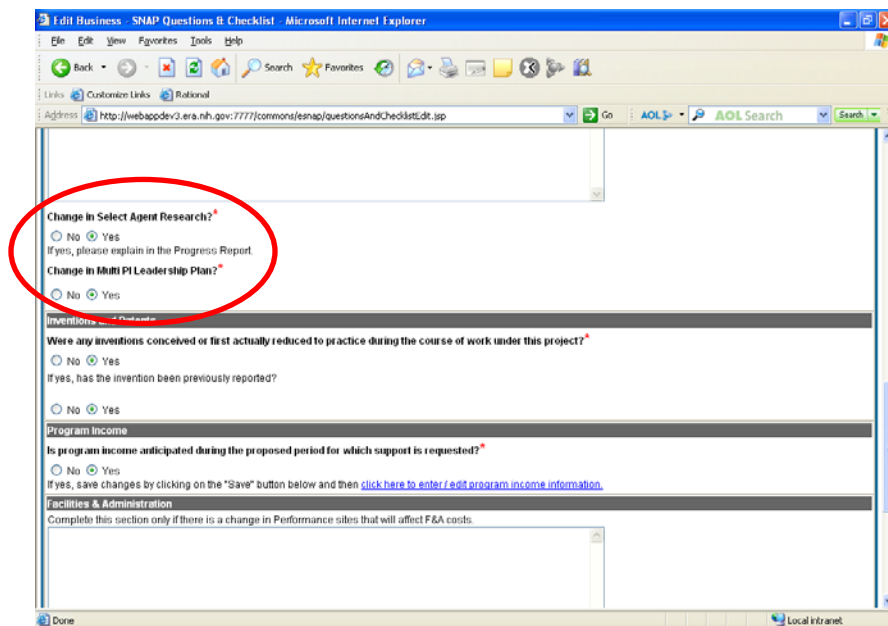

Figure 33: SNAP and Other Progress Report Questions & Checklist (ESP7018)

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.
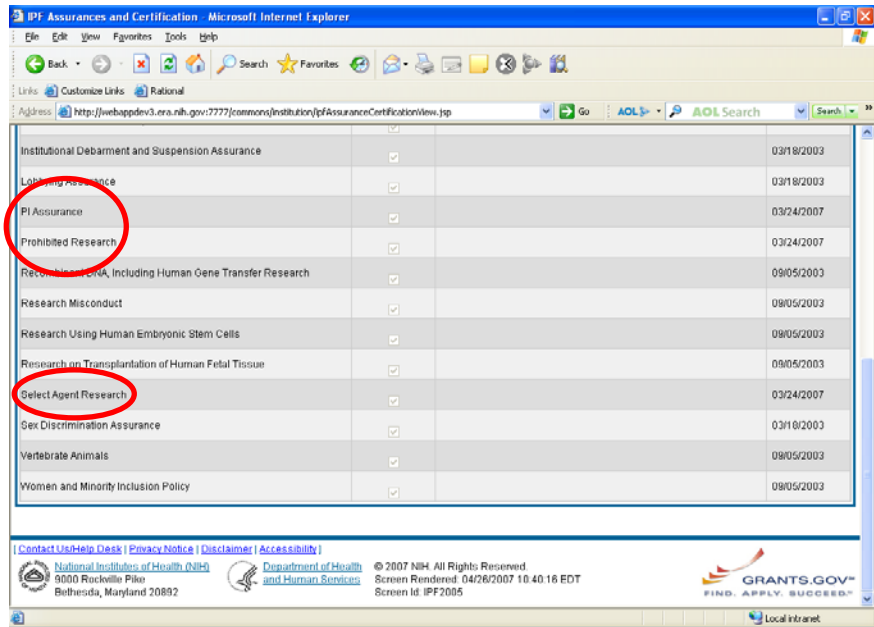

Figure 34: IPF Assurances and Certifications (IPF2005)

Manage eSNAP

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

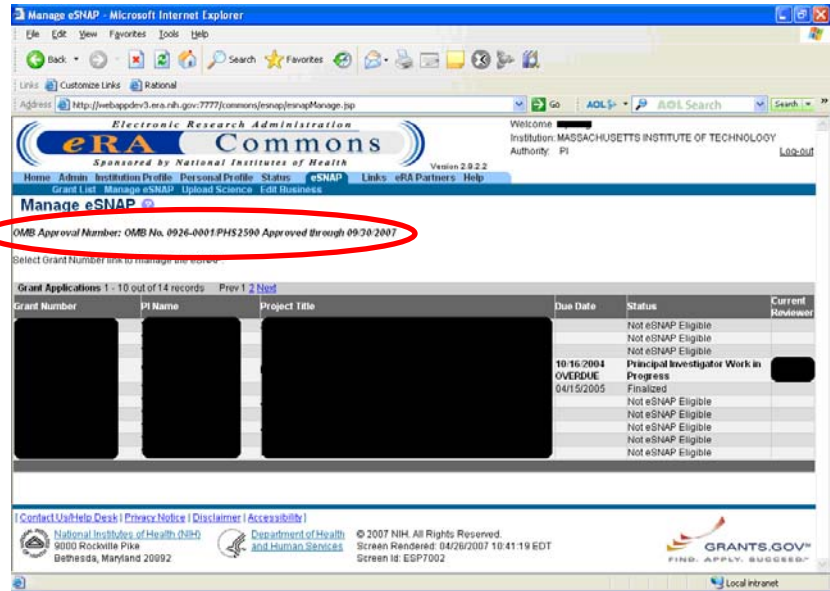*OMB Approval Number: OMB No. 0926-0001/PHS2590 Approved through 09/30/2007*

Figure 35: 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

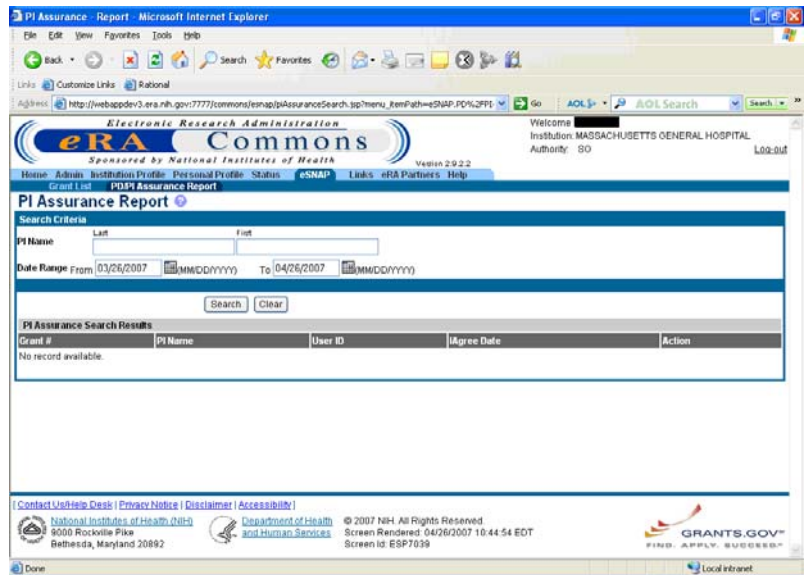- PI First Name - Optional

- Search and Clear buttons

Figure 36: 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)
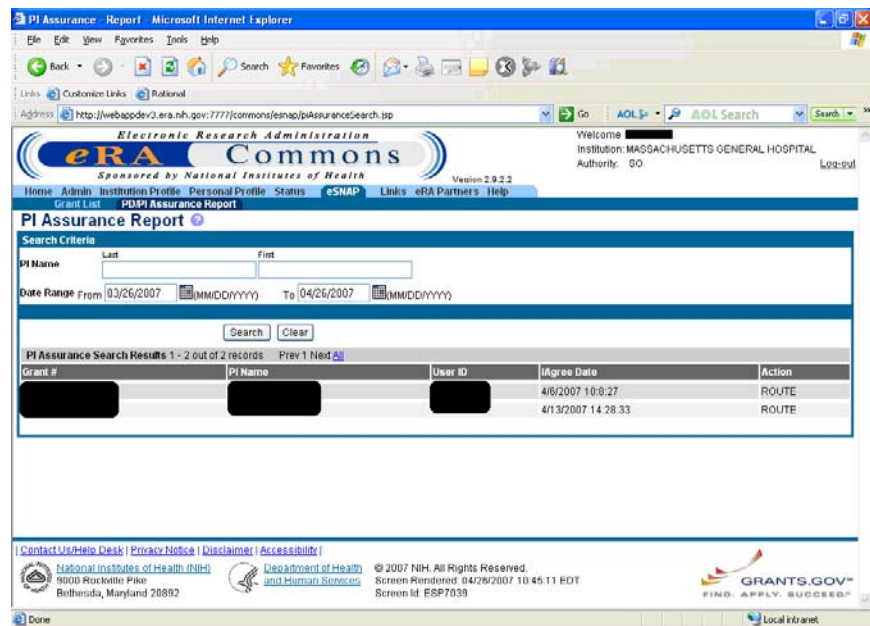
- Action

Figure 37: 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.
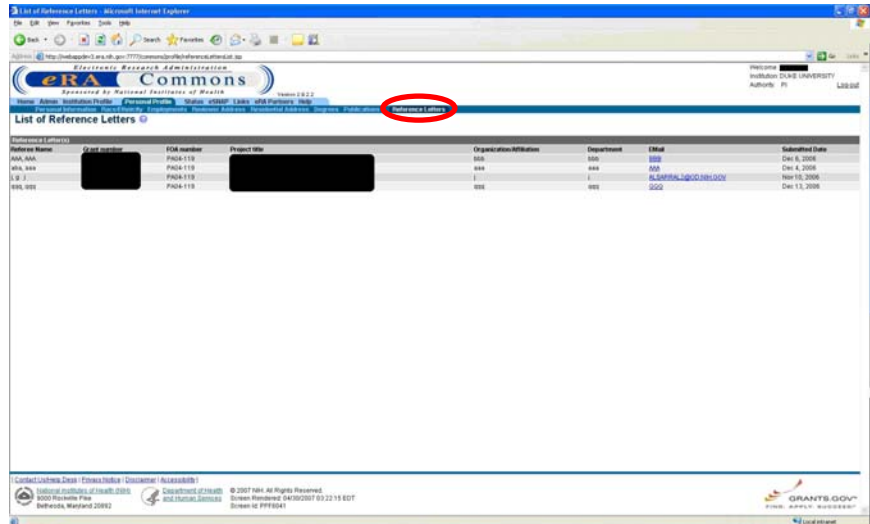

Figure 38: Reference Letters Tab (PPF6041)

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.*
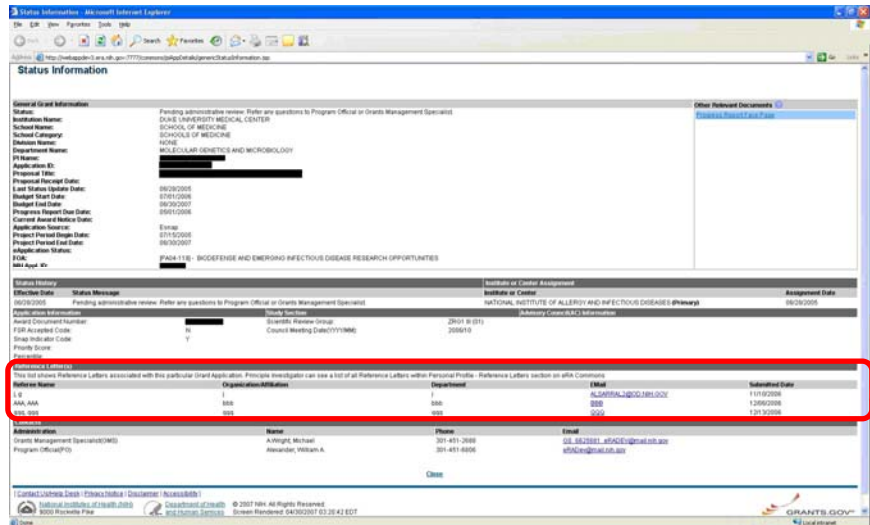

Figure 39: Reference Letters Explanation (STA4002)