eRA Commons Version 2.22.0.0 June 2009 Out of Cycle Release

Commons and xTrain Release Notes

xTrain TA Enhancements

xTrain has been expanded to support additional mechanisms as a critical part of the xTrain Training Activities (TA) End-to-End project. These additions, as well as some other modifications are described in the four subsections below.

Support T34s in xTrain

Previously, xTrain excluded T34s and now, xTrain will accept T34s.

The key characteristic of these appointments is that they are pre-baccalaureates (undergraduates). The following items were addressed in order to properly handle T34s:

(1) Pre-baccalaureates will not have a degree. Therefore, for T34s, xTrain will not give the error - *At least one Trainee degree must be entered. Trainees must enter this information on their Personal Profile screen within eRA Commons* - when no degree is provided.

(2) For T34s, terminations are automatically done via batch process every evening. Since the primary purpose of the Termination Notice (TN) is to establish a payback obligation, and T34s are pre-baccalaureates who will never have a payback obligation, the two ICs (MH & GM) agreed to allow an automatic termination process to be programmed. T34s are now implemented in xTrain and will now auto-terminate. This auto-termination for T34s will be performed on appointments when the most recent end date is 180 days in the past.

(3) T34s have different stipend levels than most training grants. It should be understood that xTrain already has the stipend levels for F/S (freshman or sophomore) and J/S (junior or senior). This has been tested to ensure that stipends are being set correctly for pre-baccalaureate T34s.

NOTE: If the appointment is for less than one year, then the system calculates the stipend amount based on the fraction of the year, just as in other mechanisms.

The system will now automatically change the appointment status to Terminated for the most recent T34 appointment, and all of the previous appointments for the same project, six months

after the end date of the most recent appointment for a Trainee. The following figure represents the stipend level list which includes the F/S and J/S pre-baccalaureate T34s.

Figure 1: Stipend Level List

We have also added the functionality to automatically terminate T type grants six months after the end date of the most recent appointment.

The system will send two reminders to the PI:
1) That the Appointment End Date has passed.
2) That the system will start initiating the termination process because the Appointment End Date passed 180 days ago.

Support T35s in xTrain

The key characteristic of T35 appointments is that they are short-term appointments. xTrain now has the following edit checks for T35s:

1. If a grant is submitted as a T35, and the number of months between the appointment start and end dates is less than two, then the system will give the following warning:

   If the grant activity type is T35 then the appointment period should not be less than two months.

2. If a grant is submitted as a T35, and the number of months between the appointment start and end dates is more than three, then the system will give the following warning:

   If the grant activity type is T35 then the appointment period should not exceed three months.

Verify Support of T90, TL1, and TU2 Appointments in xTrain

Prior to this release, xTrain did not accept these mechanisms. We have now included the handling of T90, TL1, TU2 awards within xTrain.

Exclude T42, T01, T02, T36, T37, T14, and T09 from xTrain

At this time, xTrain does not support T42, T01, T02, T36, T37, T14, and T09 appointments. Therefore, these activity codes currently are excluded from the system. Additionally, the system also currently excludes T15s.

New American Recovery and Reinvestment Act (ARRA) Feature

Just in Time (JIT)

Status - ARRA - JIT, Status Details Page and Search Results Screen Modifications for ARRA Grants

To accommodate new American Recovery Reinvestment Act (ARRA) grants, Commons was modified to enable the Just-In-Time (JIT) submission of detailed budget components for grants with ARRA funding.

The following elements were added to the JIT screen (see Figure 2 below):

- Budget Upload

- Other Upload

- Number of Submissions (Budget and Other Upload)

- Number of Submissions (IRB Date, IACUC Date, Human Subject Education)

Figure 2: Just-In-Time Screen with New Elements

Additionally, the following element was added to the *Status Detail* page and *Status Search* screen.

- Times Revised (#)

The JIT link will now be displayed in the *Status* search results screen in the *Action* column until the application is awarded so the user can modify all elements within the JIT.

It should be noted that the following error message will now display for a Signing Official (SO) when the Submit button is selected and the user has not entered anything into any of the JIT elements.

"Please complete at leased one element of the JIT before submitting."

xTrain

ARRA - Ability to Reappoint Trainee to a Supplement

Previously, xTrain only looked at the support year of the grant and not at the suffix code. This resulted in incorrect sorting and also affected reappointments. If the Trainee is registered and accepted for support year 30, they could not be reappointed to the supplemental year 30S1. Therefore, the system would only allow a user to be reappointed to the next awarded year.

xTrain will now look at both the support year of the grant and the suffix code. The system will have the capability to reappoint a Trainee to a supplemental year as well as the next award year. To perform this action, the user will now have a dropdown selection of grant numbers to which

the Trainees can be reappointed, but only on the Reappointment form. The system will also allow reappointment of the Trainee to the current year if the current year is for an ARRA-funded grant.

Figure 3: Reappointment Screen

Additionally, the Trainee Roster can now be sorted so that the newest grant is listed first and the oldest grant is listed last.

Example: From the top, 30S2 will list first, followed by 30S1, and then the Rxxxxxx30

ARRA – xTrain Will Display the ARRA Flag in xTrain

xTrain will now display the ARRA flag in the following areas:

       - In the Termination Notice (Both Screen and PDF)

       - In the PHS 2271 Form (Both Screen and PDF)

       - On the *Identify Trainee* screen

The flag will be displayed for each awarded year of the grant and supplement year. Please see the following exampled screenshots:

Figure 4: 2271 ARRA Grant Format

Figure 5: TN Screen - Bottom Part

Figure 6: ARRA Statement of Training Appointment Screen

Figure 7: Identify Trainee Screen

Figure 8: Termination Notice (TN) ARRP

Figure 9: Search for WIP Appointments and Terminations Screen.

Figure 10: Trainee Appointments and Terminations Screen

Figure 11: Termination Notice ARRA Screen

ARRA - Display ARRA Flag in xTrain List of Grants Search and Trainee Roster Screens

xTrain will now include the following elements in support of the Recovery Act:

1. On the Search screen for the Signing Official (SO):

   - There is now a checkbox to select ARRA Funded Only grants

   - Content managed text was added to explain the search mechanism

2. On the Search Result screen:

   - The search results now include ARRA funded Grant(s)

3. On the Trainee Roster screen:

- The system now displays an ARRA Funded flag on the page

This flag will display for each year and supplement year funded with ARRA dollars.
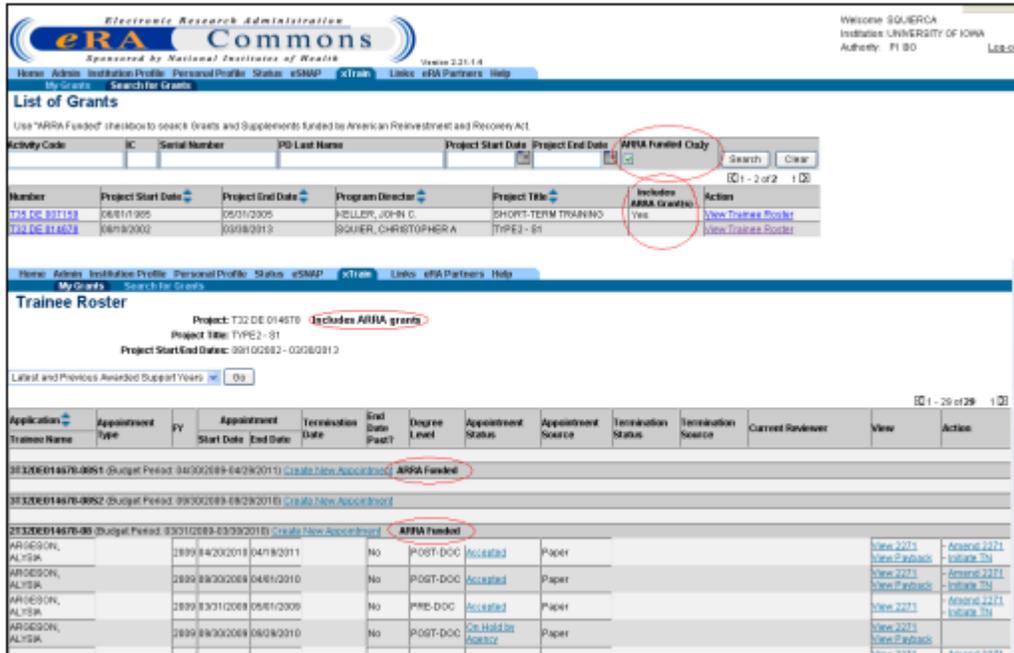
Figure 12: List of Grants Screen with ARRA Funded Flag

Commons Enhancements

Add Trainee and Post-doc Role to the List of Roles That Can Have Multiple Affiliations

This enhancement added the *Trainee* role and a *Post-Doc* role to the dropdown list of roles that can have affiliations with multiple institutions. Previously, only the Principal Investigator (PI) role could have multiple affiliations. The link was being displayed and shown for all roles even though it was not accessible. This was corrected as part of the June out-of-cycle release update.

Under the current release, the Create Affiliation link in the *Search Results* screen *Action* column will only be displayed for the PI, Trainee and Post-Doc roles. Users can now navigate to an individuals *Edit Profile* screen and add one or all 3 roles to that individual.

508 Compliance Changes

Commons system enhancements and changes were made in order to accommodate Section 508 Compliancy Standards requirements for Web forms and images. All Web forms and images in the following modules were remediated for the June OOC:

- Account
- Registration

- FCOI
- xTrain

Change the Label from 'Forgot Password' to 'Forgot Password or Locked Account'

On the eRA Commons Login screen, the **Forgot Password** link label that assisted a user if they forgot their password was changed to say **Forgot Password or Locked Account**.

This was an enhancement to the security aspect of the eRA Commons application. Users can have the system automatically generate a new password if they forget their password and they can unlock their account by having the system generate another password if they are locked out because of too many consecutive login attempts.

NOTE: This will not unlock an account that has been administratively locked by the SO.

Figure 13: Home Page With New Forgot Password or Locked Account Link

Guidance Messages

There are now some screens within the eRA Commons system that display guidance messages, and content managed text and tips, on how to use a particular screen. For example, the *Just-In-Time* (JIT) screen now has guidance message text explaining the new functionality and rules of

the JIT submission process, including the new PDF upload documents and the counters for each element. (see Figures 14 and 15 below)

Figure 14: Just In Time – Guidance Message Button

Figure 15: Guidance Message Additional Information Screen

Fixes

Reviewer Name is Missing from a Pioneer Meeting

Prior to this release, when a reviewer was simultaneously assigned to a Pioneer Meeting and a regular meeting, the Reviewer Name field would go blank when the user went back and forth between meeting screens. Specifically, this would happen when the user went to a *List of Applications* screen for a Pioneer meeting, then went to a *List of Meetings* screen, and then went to a regular meeting list. If the reviewer then went back to a Pioneer Meeting list again, the Reviewer Name in the heading of the page would be gone.

Figure 16: List of Applications for a Pioneer Meeting with Name

Figure 17: List of Applications for a Pioneer Meeting without Name

Resolution

This situation has been corrected so that when the user goes back and forth between various list screens, and ends up at the Pioneer Meeting list, the Reviewer Name in the heading of the page will now display.

Inconsistencies in Display of Action Links and Scores during EDIT

Previously, there were inconsistencies in the various displays of the Action links and Scores when the Scientific Review Officer (SRO) was in the Edit phase.

1. When submitting only Criterion scores for an unassigned reviewer, the Delete link only became available if the preliminary scores were entered along with criterion scores, or a critique had been submitted.
2. When submitting Criterion scores, preliminary scores, or both, and then going back to the List of Applications, the unassigned reviewer would have no Action links at all.
3. When a Discussant would submit Criterion scores with a critique and go back to the List of Applications to delete just the critique, only the Submit link was available.

Resolution

When logged in as a Reviewer in the Edit phase, the option to *Allow Unassigned to Submit Scores without a Critique* was switched to YES.

When logged in as a Discussant in the Edit phase, the option to *Allow Discussants to Submit Scores without a Critique* was changed to YES.

When a Discussant clicks on the Submit link to go to the *Submit Critique and Score* screen, the scores are not on that screen but are available on the voter sheet.

Create Affiliation Role Displayed to All

An affiliation can be created for users who have submitted grants/applications but are not affiliated with a particular Institution. When searching for individuals that have not been affiliated with an institution, the **Create Affiliation** hyperlink was being displayed within the *Action* column and was visible for all to see.

Resolution

This was fixed so that the **Create Affiliation** hyperlink actively displays in the *Action* column for the Principal Investigator (PI), Trainee, and Post-Doc roles only.

Times Revised in the Status Search Screens

In the General Status Detail section of the *Status Search* screen, the Latest Submitted Date and the Times Revised were not showing on the Just-In-Time (JIT) *Status Detail* page.

Resolution

Just-In-Time (JIT) reports can be submitted more than once as long as at least one field element has been filled in. Therefore, the JIT submission date and the number of times the report was submitted or revised will now be displayed on one screen by clicking the JIT hyperlink on the *Search Results – Just-In-Time* screen.

Figure 18: Search Results – Just In Time Screen

When the Application JIT is opened, the *Just-In-Time* screen now shows the last submitted date (MM/DD/YYYY) and the number of times the JIT was submitted.

Figure 19: JIT Screen with Date and Number of Submissions

NOTE: Although there are three buttons (Submit, Save, and View Just In Time Report) at the bottom of the screen, only the **Save** and **View Just In Time Report** buttons are active to the Principal Investigator (PI) until after the Save button has been selected. The Signing Official (SO) has access to all three buttons.

xTrain

Sorting on the Trainee Roster Screen with the Supplement

Previously, the Trainees would not display correctly under the main grant and under the Supplement (S1 and S2).

Resolution

A fix was initiated when sorting on the *Trainee Roster* screen when there is a supplement involved and now the Trainees will display correctly under the main grant and under the Supplement (S1 and S2).

Grant Summary Screen Displays Incorrect Number of Slots Registered for the Grant

The *Grant Summary* screen was displaying the incorrect number of slots registered for the grant on the *Trainee Roster* screen.

Resolution
The number of Accepted Appointments for pre-doc, post-doc, etc. includes only the total number of appointments with Accepted status (does not include Terminations with Accepted status) and now matches the results displayed in the *Trainee Roster* screen. The estimated number of trainees now matches the results displayed in Grants Management Module (GM) for the corresponding grant.

xTrain Should Not Allow Overlapping Appointments Unless One Is An Amendment

Previously, xTrain would only generate a warning for overlapping appointments.

Resolution
The Overlapping Appointment condition will now generate an Error instead of a Warning. xTrain will not allow any overlapping appointments regardless of whether a grant is ARRA funded or not. xTrain will now check to see if the grant is an amendment and if it is, will now allow overlapping with the original appointment dates. If it is not an amendment, the system will present an error.

xTrain - ARRA Grant Flag and Grant Number Do Not Display When Errors Display on Appointment Form

Previously, when the following error message was displayed on the *Statement of Training Appointment* screen, the Grant/Supplement field on the Appointment form did not display the Grant Number and ARRA flag:

There is another existing appointment for Trainee on Grant. The start and end dates of the new appointment cannot be within the start and end date of existing appointment for the Trainee.

Resolution
Now, when overlapping appointments occur, the Grant/Supplement field on the Appointment form will display the Grant Number and any relevant ARRA flags.
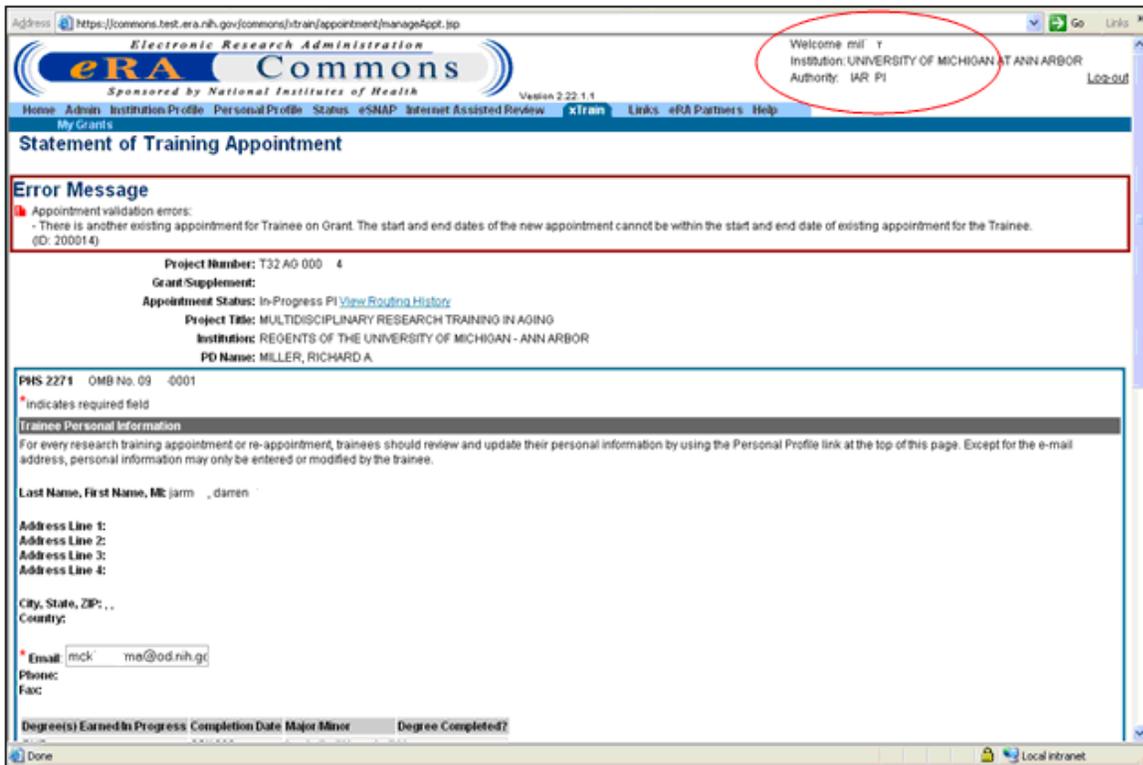
Figure 20: Statement of Training Appointment Screen Error Message

Figure 21: Training Appointment Screen