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# Commons Version 2.25.0.0

## eSNAP, Status, eSub, and xTrain

### Release Notes

## New Features

### Commons

#### System Now Shows PI Eligibility for Continuous Submission

The system now has a way for the Principal Investigator (PI) to know that he/she is eligible for continuous submission. The system also has an Eligibility start and end date for each individual.

Home Admin Institution Profile Personal Profile Status eSNAP ESR xTrain FCOI Links eRA Partners Help  
Personal Information Race/Ethnicity Employments **Reviewer-Specific** Residential Address Degrees/Residency Publications Reference Letters Trainee-Spec

### Reviewer Address

Reviewers: Please go to the Residential Address tab to access the Secure Payee Registration System (SPRS).

\* Indicates required field

Reviewer Address

Line 1:\*  City:\*   
Line 2:  State:\*   
Line 3:  Zip Code:\*   
Line 4:  Country:\* UNITED STATES   
Phone:\*  Fax:   
E-mail:\*

Submit Reset Cancel

### Reviewer Service History & Continuous Submission Eligibility

Continuous Submission Eligibility Status	Start of Eligibility Date	End of Eligibility Date
Eligible	01/09/2009	02/10/2010

Figure 1: Reviewer Address Screen with Continuous Submission Eligibility

#### Search and View Continuous Submission Flag in Administration Screen

A *Continuous Submission* checkbox was added to the Admin, *Manage Accounts* search screen. Additionally, a *Continuous Submission (CS) Eligibility* column was added to the same *Manage Accounts* search result screen.

See figure below.

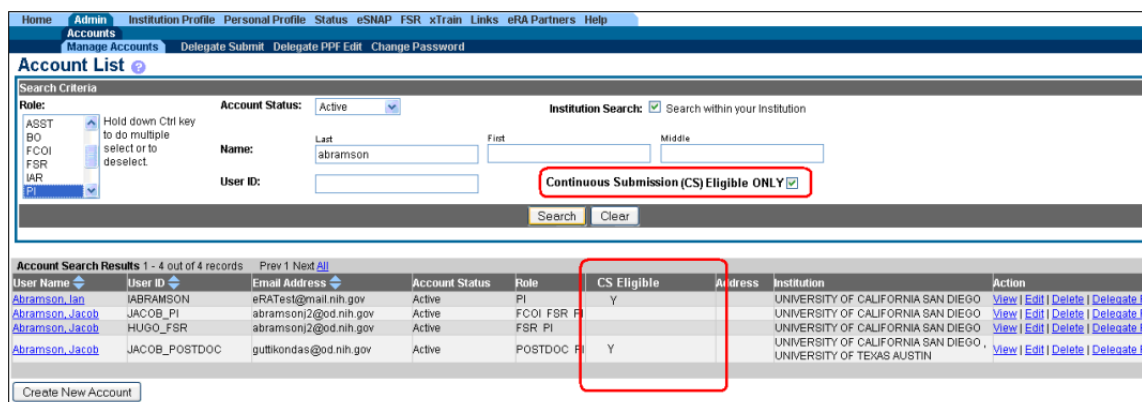


Figure 2: Account List Screen with Continuous Submission Checkbox

## Status – JIT - Select From Multiple Human Subject Assurance Numbers

The ability for the user to select from multiple Human Subject Assurance (HSA) numbers was added to the *Just-in-Time* (JIT) screen in the Human Subject assurance section. The system will now validate if an Institutional Review Board (IRB) date is entered, a Human Subject assurance number will be required. Additionally, the Human Subject Assurance number will now display in the JIT Report.

If an IRB date is entered, you must select a Human Subject Assurance number from the drop-down menu. If the list is blank or you do not see the number you submitted in your application, please contact your Signing Official (SO) to enter an HSA number in the institutional profile.

If the organization has only one Federal Wide Assurance (FWA) number, the system will display only one number in the drop-down menu, which you will not be able to edit. If the FWA is not present, the following error message will display:

*If IRB date is entered, you must select Human Subject Assurance number from the dropdown. In case the list is blank or you do not see the number you submitted in your application, please contact your Signing Official to enter HSA #'s in Institutional Profile.*

See figure below.

Please provide active and pending support for all key personnel. **Other Support includes all financial resources, whether Federal, non-Federal, commercial or institutional, available research endeavors, including but not limited to research grants, cooperative agreements, contracts, and/or institutional awards.** Training awards, prizes, or gifts do not need to be reported.

To provide the NIH Other Support, follow the suggested format available at <http://grants1.nih.gov/grants/funding/phs398/othersupport.doc> and upload the document using the Import button.

Files	File Name	Date Created	Status	
Other Support File:			NOT UPLOADED	Import
Budget Upload:			NOT UPLOADED	Import
Other Upload:			NOT UPLOADED	Import

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IRB Date in MM/DD/YYYY format:   (MM/DD/YYYY) **Number of Submissions:** 1

Your Institution must certify to NIH that the research described in this application has received Institutional Review Board (IRB) approval by an IRB registered at OHRP under your Human Subject Research Program. If you have IRB approval for this research, please enter the IRB approval date. By specifying a Date and saving this form, you certify that you have IRB approval for this research.

Please Select the correct OHRP Human Subject Assurance Number from the list of numbers associated with your institution.

Please select one number

- FWA00001234
- FWA00004456
- FWA00006912
- FWA00003400
- FWA00001843
- FWA00009937
- FWA00003486

**Human Subject Education.** This document is required for key personnel (all individuals responsible for the design and conduct of the following: the names of the key personnel who are responsible for the design and conduct of the study, the title of the education program, the date of the education program, the name of the research meeting the criteria for Exemption 4 is proposed, documentation is recommended, but not required.

This is to provide certification of training as required by the June 5, 2000 NIH Guide for Grants and Notices, Human Research Participants.

The Key Personnel on the subject project as listed below have completed the UCSD

Files	File Name	Date Created	Status	
Human Subject Education:			NOT UPLOADED	Import

Figure 3: Human Subject Assurance Just-in-Time Screen

## IPF - Multiple Human Subject Assurance Numbers

For this release, we added the ability for the user to enter multiple Human Subject Assurance numbers in the institutional profile *Edit Institution Profile* screen. Additionally, we added a Help file to the Federal Wide Assurance Number field.

Home Admin Institution Profile Personal Profile Status eSNAP FSR eTrain Links eRA Partners Help

Basic Assurances and Certifications Manage Org Hierarchy Institution Usage

**Edit Institution Profile** View Edit

\* Indicates required field

**Basic Institution Information**

Institution Name: UNIVERSITY OF CALIFORNIA SAN DIEGO

Preferred Institution Name: THE REGENTS OF THE UNIV. OF CALIF., UNIV. OF CALIF.,

IPF Code: 577507

NIH E-mail: eRAtest@mail.nih.gov

DUNS Number: 804355790

Indirect Cost Negotiator:

Federal Wide Assurance Number:
 

- FWA00004495
- FWA00004495
- FWA00004495

Type of Organization: Institution of higher education

Type of Organization - Other:

Ownership Control: State Government

eSNAP Institution Self Registration: Enabled

Institution Address:

Policy Announcements and Notifications Email Address: eRAtest@mail.nih.gov

Most Recent Date of Negotiation: 05/28/2004

Animal Welfare Assurance Number: A3033-01

Figure 4: Edit Institution Profile – Multiple Human Subject Assurance Numbers

## NOA Email to the Grantee Organization Registration Process

We added a Notice of Award (NOA) E-mail field to the Grantee Organization Registration form as a mandatory field. We also associated a new error message to the field if the format of the email address was incorrect or not entered.

For existing institutions with a missing NOA email address, the system will now create and run a script that will populate the NOA email address with the institutions' SO email address.

Figure 5: Register Institution with NOA Email Box

## Content Managed Text Changes

The following text was updated on the xTrain *Trainee Roster* screen to mention R90 and R25 activity codes:

*Termination notices should not be used for K12, KL2, R90 and R25s unless specifically instructed to do so by the NIH awarding IC. If an appointment ends early, the PD/PI should document the new end date by submitting an amended appointment form.*

Application	Appointment Type	FY	Appointment		Termination Date	End Date Past?	Degree Level	Appointment Status	Appointment Source	Termination Status	Termination Source	Current Reviewer	View	Action
Trainee Name			Start Date	End Date										
5T32DK007568-18 (Budget Period: 07/01/2008-06/30/2009) <a href="#">Create New Appointment</a>														
Abramson, Jacob	New	2008	07/01/2008	05/01/2009	04/01/2009	Yes	POST-DOC	Terminated	Electronic	Accepted	Electronic	2271: AGENCY TN: AGENCY	<a href="#">View 2271</a> <a href="#">View TN</a> <a href="#">View Payback</a>	

Figure 6: Trainee Roster Text Screen

The following text was added to the Commons *Confirmation of Reference Letter Submission* screen:

*Please review the reference letter you uploaded, and make sure it is the correct one.*



Figure 7: Submit Reference Letter – Confirmation Screen

The document that the **List of Activity Codes currently supported in xTrain** hyperlink points to on the *My Grants* screen for xTrain was revised to include R90 and R25 type grants.

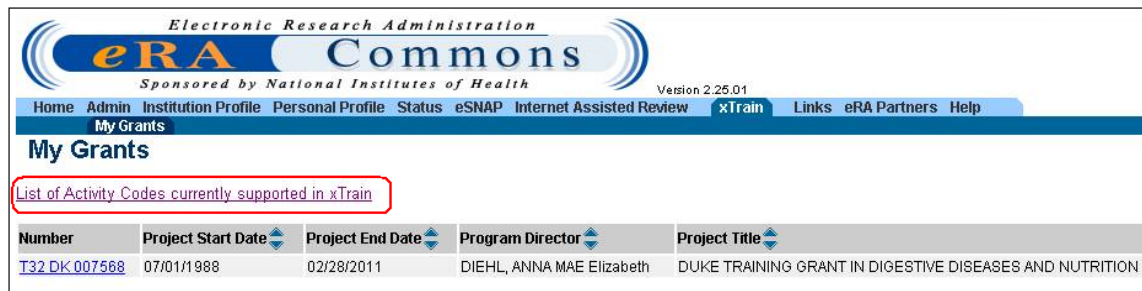


Figure 8: My Grants Screen with List of Activity Codes URL

**Activity Codes Supported in xTrain**  
(as of January 2010)

Activity Code
T32
T35
T90
TL1
TU2
T34
T15
KL2
KI2
R25
R90

Figure 9: List of Activity Codes for xTrain

## **Other Commons Enhancements**

### **Commons Status Screen Point to SEP Aggregate Roster for Selected Meetings**

The Center for Scientific Review (CSR) implemented a Special Emphasis Panel (SEP) Aggregate Roster, which will be an inclusive list of all reviewers on the panel. This will replace a per-meeting Roster, which currently displays.

### **Priority Score on Commons Status Screen for DP1 & DP2 Applications**

System changes were made for this release to display Priority Scores to PIs on the Commons *Status* screen for the Director's Pioneer Award Program (DP1) and Director's New Innovator Award Program (DP2) applications. Thus, the rules for displaying the Priority Scores are now the same as for all other applications.

## **eSNAP**

### **Separate Cover Letter Upload**

A separate Cover Letter upload was created in the Upload Science section of eSNAP. This upload appears at the beginning of the eSNAP image, which precedes the eSNAP report page. In addition, the system was modified so that the eSNAP Report starts at the top of a next page.

See figures below.

ESNAP Report DRAFT

**Cover Letter:**  
File is not uploaded

If there is a file, it should display as follows:

ESNAP Report DRAFT

**Cover Letter for the Grant # 5R37CA74202-13:**

Cover letter will appear here. . .

New page

ESNAP Report DRAFT

OMB No. 0925-0001

<b>Grant Number</b>	<b>Total Project Period</b>
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Figure 10: eSNAP Cover Letter Upload Screen

<a href="#">Home</a> <a href="#">Admin</a> <a href="#">Institution Profile</a> <a href="#">Personal Profile</a> <a href="#">Status</a> <a href="#">eSNAP</a> <a href="#">Internet Assisted Review</a> <a href="#">xTrain</a> <a href="#">Links</a> <a href="#">eRA Partners</a> <a href="#">Help</a>				
<a href="#">Grant List</a> <a href="#">Manage eSNAP</a> <a href="#">Upload Science</a> <a href="#">Edit Business</a>				
<b>Upload Science</b> <span style="float: right; font-size: small;">?</span>				
* Indicates required field				
<b>Name:</b>	LAIMINS, Laimonis A	<b>Grant Number:</b>	5R37CA074202-13	
<b>Grantee Institution:</b>	NORTHWESTERN UNIVERSITY			
<b>Files</b>	<b>File Name</b>	<b>Date Created</b>	<b>Status</b>	
<b>Progress Report File:</b> *			NOT UPLOADED	<input type="button" value="Import"/>
<b>Research Accomplishments File:</b>			NOT UPLOADED	<input type="button" value="Import"/>
<b>Other File:</b>			NOT UPLOADED	<input type="button" value="Import"/>
<b>Cover Letter:</b>			NOT UPLOADED	<input type="button" value="Import"/>
<b>Publication Information</b>				
<b>Citation ID:</b>				
<b>Citation Text:</b> *				
<input type="button" value="Save &amp; New"/>				
NIH Manuscript Submission System Status: AVAILABLE				
<b>Publications</b>				
Valid NIHMSID	Associate with this eSNAP	Citation Source	Citation ID	Citation Text
✓		PD/PI Entered	0001	Test
□		PD/PI Entered	4534	dgfsdfgsdggdds

Figure 11: Upload Science Screen for Cover Letters

## xTrain

### R90 in xTrain

The xTrain system was modified to accept R90 appointments. R90 opportunities support research-training experiences for participants who are neither U.S. citizens nor permanent U.S. residents.

### R25 in xTrain

We expanded xTrain to handle R25 appointments as part of the xTrain-TA End-to-End project. R25 participants may be U.S citizens or non-citizens and they can have a zero salary.

### Display a Warning if Trainee for T34 Grant Has a Degree

T34 grants are for pre-baccalaureates, that is, individuals that do not have a degree. This enhancement now causes the system to display a warning that will be displayed if a trainee selected for a T34 grant has a degree.

### When PI is Not Able to Recall Termination Notice from BO

If a Termination Notice (TN) is sent back to an Institution by the agency and the TN has a status of In Progress BO, the Principal Investigator (PI) will now be able to recall the TN.

Previously, the Recall button was not displayed in this scenario because the TN form had been submitted to the agency and it would have only been seen by the user that routed the form.

### Modifications to the Termination Notice PDF to Match Official Termination Notice Paper Form

Because recent changes have been made to the official Termination Notice (TN) paper form (PHS 416-7), we updated and made the same modifications to the Termination Notice PDF form, so the form matches the official form. Please note the following table that shows which areas of the form were changed.

<b><u>Termination Notice Paper Form (PHS 416-7)</u></b>	<b><u>xTrain Termination Notice PDF Form</u></b>	<b><u>Comments</u></b>
<b>Name of Fellow or Appointee</b> (Last, First, Middle)	<b>Name of Fellow or Trainee</b> (Last, First, Middle)	Changed the field name to match the paper form
<b>Grant No.</b>	<b>Fellowship or Training Grant No.</b>	Changed the field name to match the paper form
<b>Dates of Support Under this Award</b> (Month, day, year)	<b>Dates of Kirchstein-NRSA Support Under this Award</b> (Month, day, year)	Changed the field name to match the paper form
<b>Post-award information:</b> Please mark a single box in each of the categories below	<b>Post-award information:</b> Complete chart below	Changed instructions text to match the paper form



**Type of Position** (Student, Resident/Clinical Fellow, Postdoctoral Researcher, Research Scientist (non faculty), Faculty: Tenure-track, Faculty: Other, Clinical Staff/Private Practice, Unknown, Other)

**Type of Position** (Grad Student, Postdoctoral Researchers, Faculty: Tenure-track, Staff Scientist, Other)

Changed the available options to match the official paper form

**Activity** (Further Education/Training, Teaching, Research, Administration, Clinical Practice, Unknown, Other)

**Activity** (Teaching, Research, Administration, Other)

There are more options available for selection on the official form, change to match the paper form.

**Organization** (Academic, Industry, Government, Hospital, Non-profit, Unknown, Other)

**Organization** (Academic, For-Profit, Government, Not For-profit, Other)

There are more options available for selection on the official form, change to match the paper form.

**(For Government use only) The information provided in items 6 and 7 is in agreement with PHS records.**

**The information provided in items 6 and 7 is in agreement with NIH or AHRQ records.(For Government use only)**

Changed the field name to match the paper form

*Table 1: Termination Notice (PHS 416-7) Form Changes*

## Removed In Progress BO Appointment Status When Searching for WIP Records

We removed the In Progress BO status from the Work in Progress (WIP) record Status drop-down list when searching for appointments on the *Search for WIP Appointments and Terminations* page. This status is only applicable to Terminations.

## Changes to Handling Early Terminations

Previously, the system did not create a new amendment record, but rather re-generated the last appointment 2271 PDF form and it appended the Amendment Audit Log with all changed data elements.

Now the system will create a new amendment record, which will also leave the original Statement of Appointment form intact but will create a new Statement of Appointment form where the appointment end date will be the early termination date.

## Statement of Appointment PDF to Display Original Appointment and All Amendment Start and End Dates

Previously, if you had to make an amendment to the original appointment, the amendment's 2271 PDF form would show the original appointment start and end dates on the main section of the form and would show the new dates on the amendment section of the form.

However, if you have an amendment to the amendment, then this new amendment's PDF form will show the first amendment start and end dates on the main section of the form.

## Terminations for K12s, KL2s and Other Non-NRSA Mechanisms

The termination process was modified for institutional Ks and other non-NRSA mechanisms to collect limited information from the termination form and not involve a review by the Business Official (BO).

## eSubmission

### Reference Letters - Mandatory View and Replace with Confirmation Number

For this release, we modified the existing process for creating and uploading reference letters. Before submitting the letters, this process now includes a mandatory review of the letter. This review opportunity will be made available in a separate pop-up window that will open when the user clicks the **Submit** button. Users will have to close this window separately and it will not impact their existing work process. The next confirmation screen will display, as well as the new pop-up.

In addition, we implemented a mandatory review of the new reference letter during the process of replacement. Again, when a confirmation number is entered, an independent pop-up, with the reference letter inside, will display when the **Submit** button is selected.

Also, users now have the ability to view existing reference letters after the confirmation number is entered. A new link will be provided on the *Submit Reference Letter – (continued)* screen.

Figure 12: Submit Reference Letter File Name Screen

### Reference letters - Duplicate PI & Referee Last Names

The system will now check for duplicate PI and Referee last names when a reference letter is filled out. If duplicate names are detected, the system will display the following warning:

*You entered identical last names for both PI and Referee. Please make sure that it is correct.*

# Fixes

## xTrain Fixes

### Citizenship - Non-Resident Selection Not Validated Correctly While Appointment Processing

Previously, Non-Resident Citizenship appointments could not be created and the system would display an error if the Non-resident option was selected on the Personal Profile.

*Trainee citizenship must be entered. Trainee must enter this information on Personal Profile screen in eRA Commons.*

### Resolution

The system was modified so that now this error will only be displayed if citizenship information is not provided. There is a notation on the Trainee *Personal Information* screen indicating that Citizenship information is required for training, fellowship, or career development programs.

The screenshot shows the 'Personal Information' screen in the eRA Commons system. The page header includes the eRA Commons logo, 'Sponsored by National Institutes of Health', and the user's login information: 'Welcome glenn\_trainee', 'Institution: UNIVERSITY OF TEXAS AUSTIN', and 'Authority: TRAINEE'. A 'Log-out' link is also present. The navigation menu includes 'Home', 'Admin', 'Personal Profile', 'xTrain', 'Links', 'eRA Partners', and 'Help'. Below the navigation menu, there are tabs for 'Personal Information', 'Race/Ethnicity', 'Employments', 'Reviewer Address', 'Residential Address', 'Degrees/Residency', 'Publications', and 'Trainee-Specific'. The 'Personal Information' tab is active, and a red asterisk indicates a required field. The 'Identifying Information' section contains several fields: 'Name Prefix', 'Middle Name', 'Name Suffix', 'Gender' (set to MALE), 'First Name', 'Last Name', 'SSN', 'DOB (MM/DD/YYYY)' (set to 08/26/1948), 'Citizenship' (set to Non-Resident), and 'eRA Email'. A red box highlights the 'Citizenship' field and its description: 'Required for participants in research training, fellowship, or career development programs'. The 'Citizenship Country' is set to UNITED STATES.

Figure 13: Personal Information – Citizenship Screen

## Status Fixes

### URLs with Special Characters Have Unexpected Results

Previously, when passing parameters in URL's with special characters, the project title was displayed but the "#" special character, in particular, was being truncated.

Although the forbidden error was not displayed and the user was taken to the right page, the project title was not correctly displayed in the header (i.e., the project title displayed is truncated up to the "#" special character, in this case). This was also an issue with hard returns in the project title.

## **Resolution**

This was fixed on the *Status* screens so that the system no longer passes the project title to the URL. (ex: the reject link passes the project title)

## **Commons Fixes**

### **SO, AA, AO User Tries to Reassign Account, Not All Records are Displayed**

Previously, when a Administrative staff (SO, AA, AO) user logged into the system, and would go to the *Manage Account* screen and click on the **Edit** option for any user within their institution, if the system tried to return more than 1000 records, only the first 1,000 user names would display for the Reassign Account query. Another issue identified that the list of users in the drop-down contained users with PI roles. This function should be restricted to Administrative staff (SO, AA, AO).

## **Resolution**

A **Reassign Account** query now returns the full record count, no matter the number of records, and contains only appropriate roles (Administrative staff).