Commons Version 2.29.0.0 Release Notes

New Features

Commons

Change of Institution

COMING SOON: By late spring, grantees will be able to submit Relinquishing Statements (PHS 3734s) electronically in Commons. Relinquishing Statements are the official documents relinquishing interests and rights to Public Health Service (PHS) research grants and typically accompany a change of institution or successor in interest request. Although the Commons pieces are now in place, we still have some work to do behind the scenes before this feature is fully ready. Stay tuned!

Commons – Change to Commons Home Page

New warning text regarding accessing a United States Government web site has been added to the bottom of the *Commons Login* screen.

Figure 1: Commons Login Screen Displaying Warning Message

Commons - eSNAP

eSNAP Due Date Modified to Fifteenth of the Month

On the *eSNAP* screen in Commons, the **Due Date** column is now displaying the **Due Date** day as the fifteenth of the month to display the correct Due Date day which is consistent with the Type 5 E-mail Reminder Notice.

Figure 2: Manage eSNAP Screen Displaying eSNAP Due Date

Figure 3: eSNAP Menu Screen Displaying Due Date

Validation Error for All Personnel Report when LOI is Zero or Blank

If the *Level of Involvement* (LOI) entered is zero or blank on the *All Personnel Report*, the system stops processing and produces the following error message: *One of the fields under the Month devoted should be more than 0. (ID: 195238)*

Figure 4: Edit Business – All Personnel List Screen Displaying Error Message

Commons - Admin

Reassigning eSNAP Reviewers

When deleting a Signing Official (SO) or an Administrative Official (AO) account which is assigned to an eSNAP in Work In Progress status or is the current reviewer of an eSNAP in Commons, Administrators are now able to reassign these eSNAP(s) to a different SO, AO or current reviewer at the institution respectively.

Figure 5: Reassign Accounts Screen Displaying Accounts Eligible for eSNAP Reassignment

After the eSNAP is reassigned, the *Delete Account Confirmation* screen is displayed verifying the account to be deleted from Commons. When the delete action is confirmed, the system updates the SO, AO or the current reviewer of the eSNAP as selected. The email notification is sent to the reassigned eSNAP reviewers and to PD/PI of the eSNAP(s) updated.

xTrain

Degree Sought Field and Related Validation Added to 2271 Appointment Form

The PDF version of the 2271 was modified to display fields 16, 18 and 19 correctly. Field 16, **Education After High School**, now only displays degrees received. A required field, **Degree Sought,** was added to the electronic Form 2271. If the **Degree Sought** field (question 18) is checked **Yes**, then the **Expected Completion Date of Degree Requirements** field (question 19) is also displayed.

Figure 6: Part of Training Appointment Form 2271 Displaying Questions 18 & 19

Stipend and Salary Fields Un-editable for Twelve Month Appointments

Training appointments' stipend amounts are determined by the **Stipend Level** selected on Form 2271. The appointment length is determined by the dates entered in the **Period of Appointment** fields on the form. Training appointment stipend amounts that are for a full twelve month period are not editable. Therefore the form's **Stipend** or **Salary** amount fields are not editable.

Figure 7: Statement of Training Appointment Screen Displaying Stipend/Salary

Fixes

Commons

Sort Option Now Provides Expected Results for ASST Role with Multiple Delegations

A user with the Assistant (ASST) role can have multiple delegations assigned by multiple Principal Investigators (PIs) to view the *Commons Status* screen. Previously this user (ASST) did not receive the correct sort results when sorting records for a specific PI. The system sorted based on the first PI in the drop down list instead of the actual PI selected.

Resolution

Now this user receives the correctly sorted data on the *Commons Status* screen for the PI selected.

Figure 8: Status Result - List of Application Grants Screen Displaying Correct Sort

Two Reference Letters Help Files Added to Submit Reference Letter and Reference Letters Screens

The Help files on the *Submit Reference Letter* screen and the *List of Reference Letters* screen in the **Personal Profile** were missing.

Resolution

Now the Help files appear on the *Submit Reference Letter* screen and the *List of Reference Letters* screen in the **Personal Profile**.
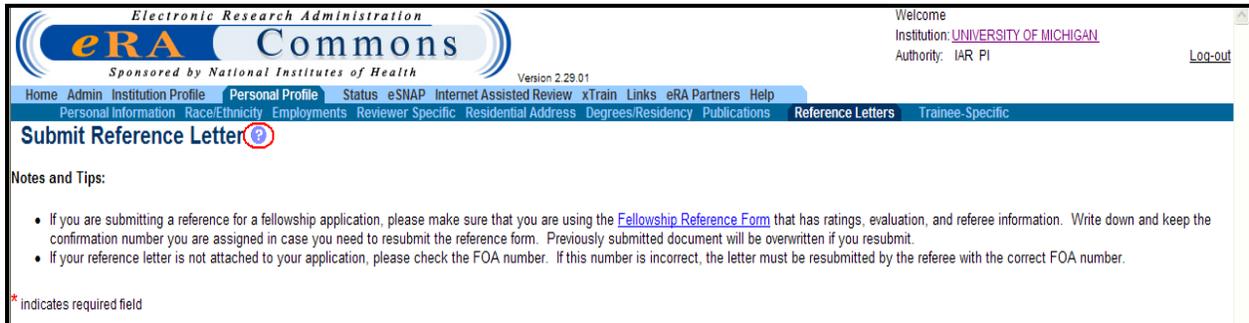
Figure 9: Submit Reference Letter Screen Displaying Help Icon
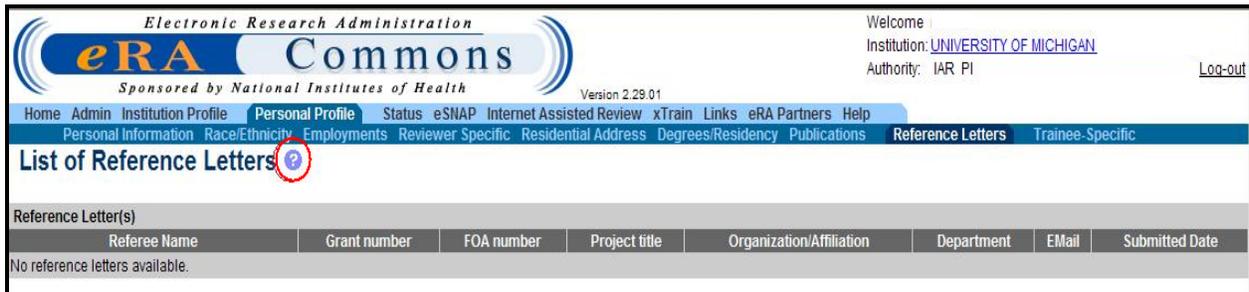
Figure 10: List of Reference Letters Screen Displaying Help Icon

SPONSOR Role can Now be Added to an Account with PI Authority and Multiple Affiliations

Previously a Signing Official (SO) could not add a SPONSOR role to a PI with multiple affiliations on the *Edit Account* screen in Commons. The SPONSOR role was missing from the drop down menu list on the *Edit Account* screen.

Resolution

Now the SPONSOR role can be added to a PI with multiple affiliations on the *Edit Account* screen in Commons.

Figure 11: Edit Account Screen Displaying Ability to Add Sponsor Role

Receipt is Now Spelled Correctly in Commons Reference Letter Subject Line

Receipt was spelled incorrectly in subject line for eRA Commons' reference letters.

Resolution

Now the word, Receipt, is spelled correctly in subject line for eRA Commons reference letters.

```
From: eraadmin@deimos.cit.nih.gov [mailto:eraadmin@deimos.cit.nih.gov]
Sent: Friday, January 07, 2011 2:42 PM
To:    Shorts Jim
Subject: eRA Commons:Confirmation of Receipt of Reference Letter for PA10-107 submitted by Test A Test B

      A letter of reference has been submitted by Test A Test B on your behalf for PA10-107.

 You can check the status of your letters at any time.  Log in to the eRA Commons
(https://commons.era.nih.gov/commons/); click on the Status tab, and select the link next to the appropriate
application title. The name of each referee who has submitted a letter and the date and time of submission will be
listed.  (Please note that the letters connot be viewed by applicants - only the name, date, and time of
submission.)
      If you have any questions about this email, please contact the eRA Helpdesk via Web Support at
http://ithelpdesk.nih.gov/eRA/.
```
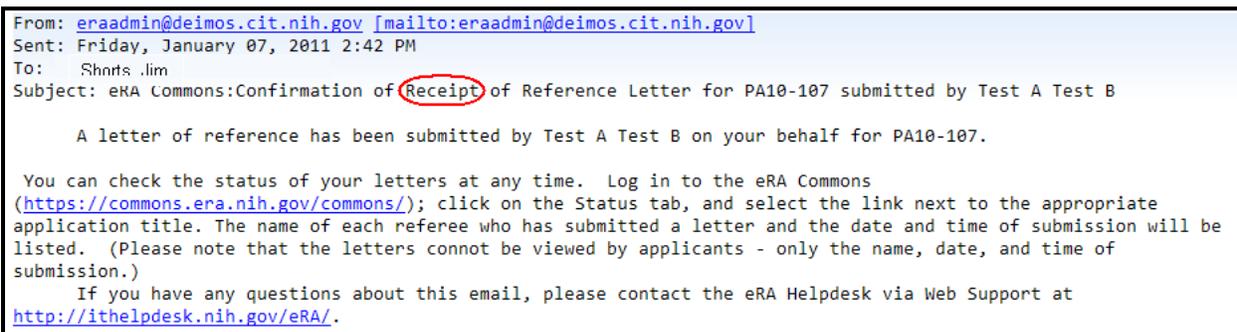
Figure 12: Commons Reference Letter Sample with Receipt Correct

xTrain

Paper Appointments' Source Column no Longer Blank

Previously the **Source** field was blank for paper appointments on the *Search for WIP Appointments and Terminations* screen. The **Source** field should indicate the source of the appointment or termination regardless if the application form was submitted electronically or via paper.

Resolution

Now the **Source** field's value is displayed on the *Search for WIP Appointments and Terminations* screen.

Figure 13: Search For WIP Appointments and Terminations Screen Displaying Non-blank Source Column

ASST Role with both xTrain and SPONSOR Delegations can Now View xTrain Grants

Previously a user with both the xTrain ASST and SPONSOR delegations could not view the PI and SPONSOR grants under **xTrain** tab in Commons.

Resolution

Now a user with both the xTrain ASST and SPONSOR delegations can view the PI and SPONSOR grants under **xTrain** tab in Commons.
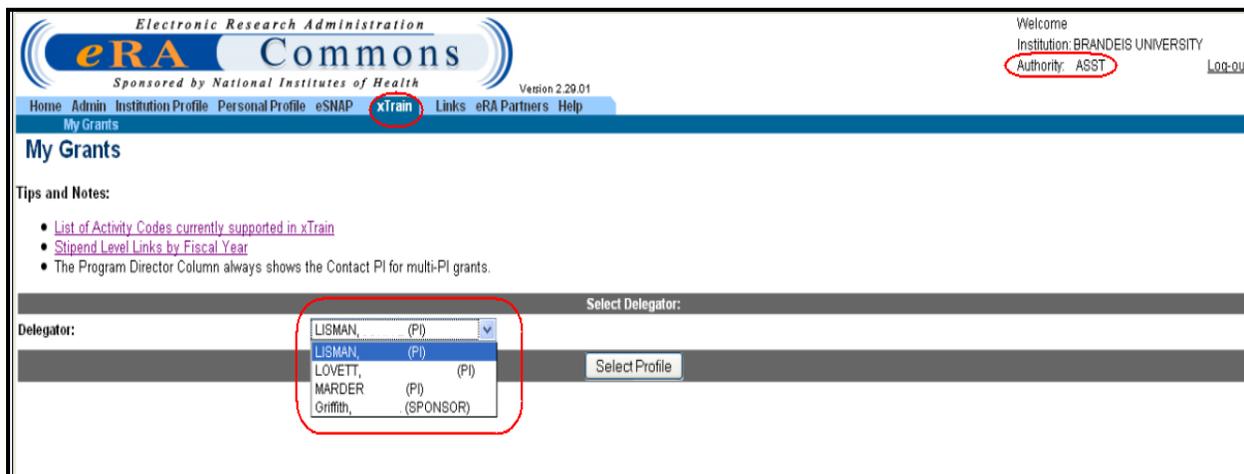

Figure 14: xTrain My Grants Screen Displaying PI and Sponsor Roles

Save & Submit to Agency Button Now Displaying Consistently on Termination Notice Form

Previously, the **Save & Submit to Agency** button on the *Termination Notice* screen could not be seen for Foreign and Federal fellowship grants. The **Save & Submit to Agency** button was not displayed on the *Termination Notice* unless the page was refreshed or the user returned to *Trainee Roster* screen before returning to the *Termination Notice* screen.

Resolution

Now the **Save & Submit to Agency** button appears on the *Termination Notice* screen for Foreign and Federal fellowship grants.

Figure 15: Top Portion of xTrain Termination Notice Screen

Figure 16: Bottom Portion of xTrain Termination Notice Screen