Internet Assisted Review (IAR) 3.1.1.2 Release Notes

New Features

Changes to eRA Commons

The eRA Commons has undergone a technical refresh, which has updated and enhanced various parts of the module. Although the look, feel, and functionality of IAR has been unaffected by this tech refresh, the Commons Login and Home pages have changed.

Only One Login Necessary for Internal Users

With the Commons Technology Refresh in place, internal users such as SROs who navigate from Peer Review to IAR are only required to log into one of the modules with their Network ID. Once logged into that module, they may navigate back and forth without having to log in again.

For example, logged in internal users who navigate to IAR via the link found as a Link on the home page in Peer Review are taken directly to the IAR *List of Meetings* screen without having to re-login to IAR.

NOTE: Logging out of IAR or REV logs the user out of both modules, as well as any other module that uses the Network ID for sign-on.

New Process for Reviewer Self-Registration

The process has changed for Reviewers self-registering for eRA Commons and IAR access. Formerly, when setting up a new account in Commons, Reviewers had the ability to select their password at the time of the account creation.

In the new process–aligned with the one that other Commons users have been following–Reviewers receive a series of emails directing them through the process of creating their account. The first email informs the Reviewer that he has been invited to the specified meeting. The email includes a link for accessing Commons to begin creating his new account.

At the completion of this step in the process, the Reviewer receives a second email confirming the Reviewer's completion of the account creation. When NIH Data Quality evaluates and approves of the account request, the Reviewer receives a third and fourth email.

The third email notifies the Reviewer that his account is active. The email includes the Reviewer's new Commons User ID.

New to the self-registration process is the addition of a fourth email. This fourth email includes a temporary password for accessing Commons. After successfully logging into Commons with this temporary password, the Reviewer is prompted to change the password. Reviewers can choose their own password at this time.

New Commons Login Screen for Reviewers

eRA has updated the look of the Commons Login screen. Reviewers logging into IAR through Commons should enter their **Username** and **Password** as they normally do, however, this area of the screen has changed. There is no change to the functionality of logging into Commons.

Figure 1: New Commons Login Screen

Federal Users Now Access Commons and IAR Using Network ID

Federal users (such as NIH or Agency users) must now access Commons and IAR using their Network ID. A Network ID is the one used for accessing the NIH or Agency system. This ID is sometimes referred to as an NIH ID or Windows ID.

1. From the Commons Login Page, click the **Here** link within the words **Federal User Login Here**.

Figure 2: Federal User Login Here Link

The Network ID Login screen displays.
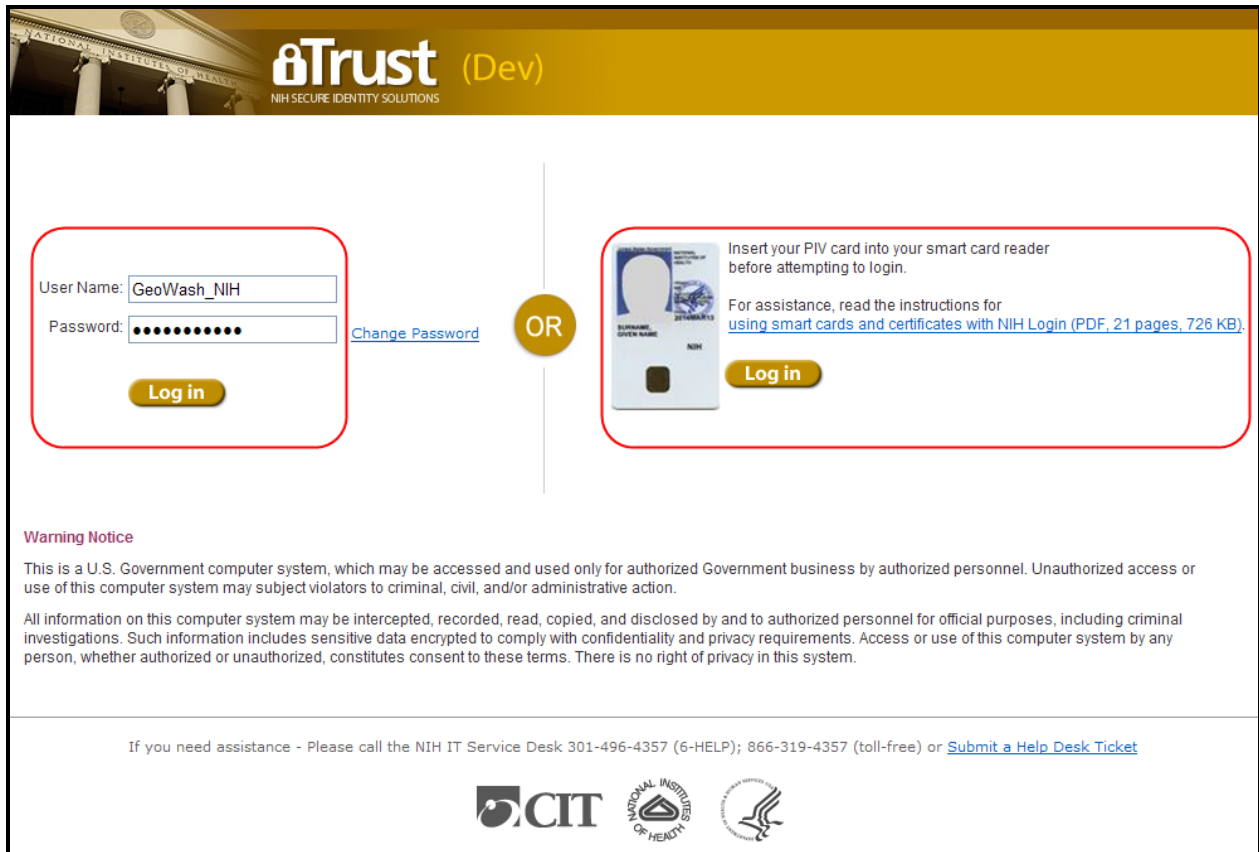
Figure 3: Network Login for Federal Users

2. Type in your **User Name** and **Password** and click the **Log in** button.

   –OR–

   Enter your PIV card into the card reader to log into the system.

Upon successful login, the Commons homepage displays user account information such as name, User ID, Institution, and Roles.

NOTE: In order for this log in to work, your Network account must be mapped to your IMPAC II account. If you have not yet mapped these two accounts, you will be prompted to do so when attempting to log in for the first time.

For more information on mapping your Network Account to your IMPAC II account, please refer to the steps located online: http://inside.era.nih.gov/single_network/single_login.cfm

3. To access IAR, select the **Internet Assisted Review** tab from the Commons navigation menu.

Figure 4: Welcome to the Commons Page for a Signed in SRO

Unspecific Warning Message When Attempting to Log In with IMPAC II Credentials

If a Federal user attempts to log into Common using IMPAC II credentials, an error message displays and the login is not successful. The error message is generic and does not specifically state the error. Please be aware of the error and consider whether you are accessing Commons correctly. Always use your Network ID to log into Commons.

The error is as follows:

Either the information entered is invalid or you are not enrolled in eRA Commons. To keep your information secure we may lock your account if you continue to enter incorrect login information. Please see your organization's account administrator for assistance. (ID: 200253)

Known Issues

Account Creation Invitations Sent Prior to this Release are Invalid

If a Reviewer received an email invitation for setting up a Commons account prior to the Commons Technology Refresh (October 7, 2011), but has not completed his/her account request, this invitation must be resent. This issue only affects new reviewers who do not yet have Commons accounts. The account creation links contained in the emails prior to this release will not work. SROs can monitor this by checking the IAR *Control Center* or Peer Review *Recruitment Control Center* for their meeting. Check the date that the Invitation Email was sent and verify the Account Status. If the account status is blank or *Pending Reviewer*, an invitation must be resent.

To resolve this issue, SROs must disable the affected Reviewers from the invited phase using Peer Review (Recruitment Phase) or IAR (other phases) and then re-enable the Reviewer once again. This generates a new invitation and email which allows the Reviewer to access Commons (and IAR) to set up a new account.

eAddition Link Not Working in Grant Folder

When users select the **eAddition for Review** link in *Grant Folder* in IAR, a message displays as follows:

Page cannot be displayed

eRA plans to implement a Fast Track software fix for this issue as soon as possible.

eAdditions can be viewed in *Grant Folder* via Peer Review module.

Preliminary Summary Statement File Names are Missing Principal Investigator Name and Grant Number

When downloading the zipped files of Preliminary Summary Statements (PSS), the file names display a random PSS number instead of the name of the Principal Investigator and grant number.

eRA plans to implement a Fast Track software fix for this issue as soon as possible.

Links Not Working as Expected

If selected from the *List of Meetings* screen first, the **Post-Meeting Conflict of Interest (COI)** and **CD Password** links in IAR are not working.

As a workaround, navigate to the *List of Applications* screen first. From this screen, select the **List of Meeting** link to return to the *List of Meetings* screen, where the **Post-Meeting Conflict of Interest (COI)** and **CD Password** links can be selected successfully.

System Error Triggered During Critique Submission

If a grant has an apostrophe (') in its title, the follow error message displays during the submission of a critique of the grant:

Forbidden. You don't have permission to access /iar/submitCritique.do on this server.

As a workaround, SROs should use the Grant Update Module (GUM) to remove the apostrophe from the grant title before critique submission.