

eRA Commons Version 3.18.0.13 Release Notes

New Features

Administrative Supplement

VA Grants Excluded from the List of Grants Eligible for Administrative Supplements

Commons has been modified to exclude grants funded by the U.S. Department of Veterans Affairs (VA) from the list of grants eligible for Administrative Supplements. VA funded grants will no longer appear on the Manage Administrative Supplement Requests screen used for initiated the requests.

Closeout

New Closeout Correspondence Email Field on IPF

A new, required field has been added to the Institution Profile (IPF). The field, titled **Closeout Correspondence Email**, is located within the **Institution Contact Information** pane and captures the email address to which institutions wish to have all Closeout-related communications sent.

The screenshot displays the 'Institution Profile for UNIVERSITY OF LITERATURE' with IPF Code 1234567. The 'Institution Contact Information' section is expanded, showing several fields. The 'Closeout Correspondence Email' field is highlighted with a red circle. The field contains the email address 'ContactSo@universitymail.edu'. To the right of this field, a note states: 'NIH will use this email address to send any Closeout related communications.' Other fields include 'Notice of Award Email', 'Announcements and Notifications Email', 'Contact Name', 'Contact Phone', and 'Contact Email', all with their respective values populated.

Figure 1: Required Closeout Correspondence Email on IPF

For active institutions, eRA will populate this field with the email address found in the institution's **Notice of Award Email** field of the IPF; however, all institutions are urged to

access their IPF and update the **Closeout Correspondence Email** field directly to avoid the possibility of missed communications. This is particularly important in the event that the institution does not have an up-to-date **Notice of Award Email** address in the IPF.

Going forward, new institutions registering with eRA Commons will provide this address on the *Register Institution* form, which has been modified to include the **Closeout Correspondence Email** field. This is a required field to register an Organization.

Submit Progress Report Authority Extended to Final Progress Report

The institutional *Submit Progress Report Delegation* has been extended to include Final Progress Reports (FPRs). Previously, users delegated with this authority were only permitted to submit the Research Performance Progress Reports (RPPRs).

As of this release, those granted with this authority have the ability to submit both types of progress report.

FCOI

Comments Required when Responding Yes to FCOI Question 4

Comments are required when grantees respond *Yes* to question 4 **Does this FCOI report include a failure to comply with the regulation** on the FCOI report. When *Yes* is selected, the following pop-up message displays:

An FCOI report represents noncompliance when an FCOI is not identified or managed in a timely manner including failure by the Investigator to disclose a Significant Financial Interest; failure by the Institution to review or manage a financial conflict of interest; or failure by the Investigator to comply with the management plan.

In addition to this message, a text box will be provided for entering the required comments.

FFR

Comments Now Required on FFR Revisions

Comments are required when submitting revisions to FFRs. The comments are captured within the **Remarks** field on line 12 of the report and are only required when submitting FFR Revisions.

FFR Rejection Emails Posted to Status Information

FFR rejection emails are now available for viewing in the *Status Information* screen for the grant. Select the **FFR Rejection** link located in the **Closeout** section of *Status Information* to view the email.

Inclusion Management System (IMS)

Introduction of Last Budget Period Type Inclusion Data Records (IDRs)

IMS now supports the creation and submission of Last Budget Period type IDRs for both planned and actual inclusion enrollment data. Upon award of an application, the status of an IDR is changed to *Accepted*, and the data is frozen and unable to be edited for that fiscal year. The creation of Last Budget Period type IDRs by the Grantee allows the Grantee to report any changes in enrollment data for research performed during the period of time between the award of the last non-competing support year and the end of the project period. Last Budget Period type IDRs are assigned to the last support year of the grant, along with the regular IDR they are associated with. Grantees can create last budget period IDR to update an existing IDR (regular IDR) by clicking Edit in Last Budget Period link in Action column for regular IDR. Grantees may also create a new IDR during the Last Budget Period should a new study commence during that time period. Grantees can create a new Last Budget Period IDR by clicking Submit New Planned Inclusion Record link.

These IDRs share the same unique IDR numbers as their associated regular IDRs and are distinguished by the label (*Last Budget Period*) located under the IDR number wherever the IDR number is displayed.

As with regular IDRs, Last Budget Period type IDRs must be routed from the PI to the SO and submitted to the Agency by the SO. Agency staff will not see these IDRs until they are submitted to the Agency.

No-Cost Extension

Justification Textbox Added for No-Cost Extension

Grantees must now provide justification when submitting a request for a no-cost extension. The justification must be entered as comments within the new **Justification for extension** text field located on the *Extension* screen. This field is required and allows a maximum of 2000 characters.

NOTE: In a future release, No-Cost Extension justification comments will be available for viewing in *Status Information*.

Figure 2: Required Justification for Extension

Personal Profile

New Security Measures in Place for Profile Updates

A new security feature will send an email to the former email address in a person's Commons profile if any of the following profile data elements are changed: Email address, date of birth, Social Security Number.

The email serves only as an alert to the changes and no further action is required if you made the changes to your profile. If you received this warning email but did not make changes to your profile, please contact the eRA Commons Help Desk immediately.

New Warning Message when Changing Personal Profile

A new warning message will display in the personal profile whenever a user changes a previously entered date of birth or Social Security Number. The message is as follows:

If this does not appear to be your account, call the eRA Help Desk at 1-866-504-9552 or refer to <http://grants.nih.gov/support> for additional methods of contact. PLEASE do not change any information as this may cause complications with your account.

The warning will not display if the values of these fields are being entered for the first time.

Added Link to Privacy Act Notification Statement

The **PPF Privacy Act Notification Statement** link has been added to the Personal Profile summary page. Selecting this link opens the PPF Privacy page on which the Privacy Act Notification Statement can be viewed. The privacy statement is as follows:

As part of the eRA Commons registration process this website requires gathering personally identifiable information that can identify you individually. These data include your name, date and place of birth, age, sex, gender, disability, and racial ethnicity.

Your individual information is confidential and protected by the Privacy Act of 1974 (5 U.S.C. 552a) which requires the protection of records and data that can be retrieved using personal identifiers. You may choose not to provide these data by selecting this option where it is offered in each section.

These data are considered in the aggregate. The data provide information about participation in NIH programs which can help promote diversity in science.

The screenshot shows the 'Personal Profile Summary' page for JANE AUSTEN. On the left, a navigation menu lists various profile sections, with 'PPF Privacy Act Notification Statement' circled in red. The main content area displays a list of profile sections with 'EDIT' and 'VIEW' buttons. The sections listed are: NAME AND ID, DEMOGRAPHICS, EMPLOYMENT, REVIEWER INFORMATION, TRAINEE INFORMATION, EDUCATION, REFERENCE LETTERS, and PUBLICATIONS. A message at the top indicates 'Your changes have been discarded.' and a '+ View All' button is visible.

Figure 3 PPF Privacy Act Notification Statement Link

RPPR

Recall Feature Added for Routed PRAM

A new feature has been added to the RPPR module to allow routed Progress Report Additional Materials (PRAM) – both IC Requested and Public Access PRAM – to be recalled by the router. Similar to the recall feature for the progress report, the last reviewer of the PRAM has the ability to recall the PRAM when routed, up until the time of submission. Once PRAM is submitted, it can no longer be recalled.

Signing Officials and Contact PD/PI who are not the last reviewer can also recall the PRAM when it is in the status of *Reviewer Work in Progress*.

To recall PRAM, select the **Recall** button on the *Progress Report Additional Materials (PRAM)* screen.

Progress Report Additional Materials (PRAM) ?

Grant Information

Grant Number: 5K23HD123456-03
 PDI/PI Name: JEFFERSON, THOMAS
 Project Title: A New Model for the Delivery of Well-Child Care
 Institution: PRESIDENTIAL UNIVERSITY
 Status: Reviewer Work in Progress
 Current Reviewer: Washington, George

Additional Materials Requested by IC ?

Please provide additional materials

Upload file(s):

Document Name	Action
PRAM_sampledocument.pdf	View

Figure 4: Recall Button for IC Requested PRAM

Progress Report Additional Materials (PRAM) ?

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Public Access Compliance

Provide verification that all publications are in compliance with the [NIH Public Access Policy](#)

- Verify compliance with the NIH Public Access Policy by uploading a My NCBI PDF report demonstrating that previously non-compliant papers reported on the RPPR are now compliant. Citations must have one of the following statuses: "Complete", "N/A" (not applicable), "PMC Journal in Process", "In process at NIHMS".
- If unable to provide verification, provide a justification for why the specific publication(s) cannot be brought into compliance.

Upload Attachment:

Figure 5: Recall Button for Public Access PRAM

Additional Indirect Costs Budget Form Available for Overall Components

The optional budget form for *Additional Indirect Costs* is now available to be added to the RPPR for multi-project applications with multiple institutions/organizations. The form is available for the Overall component of the application.

Special Instructions Added for Training Type RPPRs

Special instructions have been added to **Section C.1 Publications** for Training grants only. The new text is as follows:

Are there publications or manuscripts accepted for publication (e.g., in a journal, book, one-time publication, or monograph) during the reporting period that resulted from work conducted by a

current or former trainee while supported by the award? (Do not report publications that arose from work conducted prior to or following the training grant appointment.)

xTrain

TN Status Terminated Link Renamed for Proxy Terminations

The link in the **Appointment Status** column of the *Trainee Roster* for proxy terminations has been renamed to **Proxy Terminated**. Renaming this links provides a better means for identifying whether an appointment was proxy terminated.

Previously, proxy terminations showed appointment status as **Terminated** and viewing the routing history was the only way to determine that the termination was a proxy termination.

Added Ability for BOs to Edit Stipend Amounts

Business Officials (BOs) now have the ability to modify stipend amounts on Terminations. BOs may edit the stipend only if the appointment period has been modified.

Enabled Reminders for T Training Grants

Emails are now sent to PI/MPs of T training grants (with a cc to the IC central mailbox) for the following reminders:

- 30 days before the appointment end date and no re-appointment or termination exists
- Appointment end date has passed with no re-appointment or termination in place
- 30 days after the appointment end date and no re-appointment or termination exists

General Commons Feature

Project Titles Configured to Allow Unicode Characters

In conjunction with Grants.gov's move to fully support Unicode characters in free-text form fields of cooperative agreements and grant applications submitted after February 17, 2015, Commons now supports Unicode characters in its **Project Title** fields.

A guide notice is coming soon. Check the [Funding Opportunities and Notices Search](#) for its posting.

Fixes

Corrected Issue Allowing Multiple Submissions of Final Progress Report

It was discovered that using the browser's back button to return to the previous screen after submitting a Final Progress Report allowed users to submit the same report a second time.

Annual Report Link Removed from Original FCOI Report when Annual Report was Already Submitted for a Revision

In an effort to prevent multiple submissions of the annual report, the **Annual Report** link in the *FCOI Search Action* column will no longer display for the Original FCOI report record if the annual report was already submitted for a revision to the Original FCOI.

Corrected Conditions for Displaying Revised Link in FCOI Search Action Column

The rules for displaying the **Revise** link in on the *FCOI Search Action* column have been modified. The **Revise** link will display when the response to question 4 **Does this FCOI report include a failure to comply with the regulation** is *Yes* and the subsequent response to question 5 **Retrospective Review Completed** is *No*.

The **Revise** link will not display if the response to both of these questions is *Yes* or if the response to question 4 is *No*.

The following warning message will display as guidance for the revision:

Do not submit a 'Revised' FCOI report unless the SFI data and/or management plan has changed from what was previously reported in the initial FCOI report. See NIH OER FCOI FAQs H.22 and I.4.

Corrected Validations for Invalid Degree Completion Dates in the Personal Profile Education

System validations have been corrected to catch invalid dates entered for degrees completed and degrees in progress. Prior to this fix, the Personal Profile was allowing future **Date Completed** entries for completed degrees and past **Date Completed** entries for degrees in-progress.

New system validations are in place, with corresponding warning messages.

For completed degrees with future dates: *Completion Date for completed degrees must be in the past.*

For in-progress degrees with past dates: *Expected Date of completion for the degree must be in the future.*

Corrected Administrative Supplement Budget Period Calculation

In certain cases, budget periods for Administrative Supplements were not calculating correctly, indicating fewer budget periods than actually existed. This occurred when the final budget period was shorter than the other budget periods.

Corrected the Default Response for RPPR Question G.4.a

Previously, question G.4.a of the RPPR defaulted to the selection of the **No** radio button. This question should not have a defaulted choice selected.

Going forward, there is no longer a response selected by default for this question.

Corrected PDF Display of RPPR Questions D.2.b through D.2.e

Previously, the PDF version of the RPPR showed *Nothing to report* when **No** was selected as a response for questions D.2.b, D.2.c, D.2.d, and/or D.2.e. The report should have displayed *No*.

Going forward, the PDF displays *No* when the **No** radio button on the form is selected for any/all of these questions.

RPPR Question G11 No Longer Pre-populating for Multi-Year Projects

Previously, program income question G11 was pre-populating a response based on prior years on multi-year progress reports (MYRPPR). Responses to this question should not be pre-populated.

This question will no longer pre-populate information for prior years.

Corrected Issue in xTrain Preventing New Institution BOs from Accessing Termination Notices after Change of Institution

Previously, there was an issue preventing BOs from the new institution from accessing termination notices for Fellowship grants after a change of institution took place.

PIs Added to xTrain Email Notifications for Proxy Terminations of Fellowships

PI users were not included on the email notifications sent when a proxy termination was performed on a Fellowship.

Eliminated xTrain Reminder Notifications on Fellowships with Future Year Funded

Previously, reminder notifications were being sent for Fellowships having future year funding (existing Type 7s).

The logic for determining which grants to send reminder notifications has been modified.

Current Grants Removed from xTrain Previous NRSA Support

In xTrain, current grants were displaying in the **Previous NRSA Support** section of the Termination Notice for Fellowship grants. This section of the TN should display only accepted or terminated appointments.

Inclusion Management System: Edit Planned Inclusion Data Save Button Enabled After Correcting Errors

Previously, the *Edit Planned Inclusion Data* screen did not allow users to save information after correcting validation errors received upon an initial save. The **Save** button would become disabled after first selecting it, but would not become enabled again after making the necessary changes on the form.

Going forward, the **Save** button becomes enabled when changes are made to the form, allowing users to re-save the form.

Inclusion Management System: Fixed an Issue Causing a Blank Screen to Display when Editing Actuals

It was reported by Grantees that when any cell count was more than 3 digits, the *Edit Cumulative Inclusion Data* screen would display as a clear screen with no way to view or continue saving the data. This occurred when cumulative counts were changed, prompting the following message: *Some (or all) enrollment counts are less than in previous FY.*

When the **Continue** button was selected for this warning, the blank screen would display instead of *Edit Cumulative Inclusion Data* screen.