
eRA Commons Version 3.24

Release Notes

New Features

IMS

New Rule for Blocking IMS Access via Status

Prior to this release, access to the Inclusion Management System (IMS) via Commons Status was blocked once a grantee selected the **Inclusion** link from *Section G. Special Reporting Requirements* section of the Research Performance Progress Report (RPPR).

With this release, the rule for blocking as changed. Access to IMS via Commons Status will become blocked only after changes to inclusion data have been saved after accessing IMS via the RPPR *Section G. Special Reporting Requirements* **Inclusion** link.

IDR Attributes Required When Creating New IDRs

The process for creating new Inclusion Data Records (IDR) has changed. Once grantees have requested to create a new IDR, they will be taken to the new *Edit Inclusion Data Record (IDR) Attributes* screen, where they must first set attributes for the IDR before they can enter enrollment counts.

Once attributes are saved, grantees can add planned enrollment counts by selecting the **Edit Planned Enrollment** link from the *Inclusion–Manage Inclusion Data Records (IDRs)* screen.

Grantees can also edit existing attributes. To do so, select the new **Edit Attributes** Action link on the *Inclusion–Manage Inclusion Data Records (IDRs)* screen.

Refer to the IMS Online Help topic titled [Edit IDR Attributes](#) for more information.

New Edit Enrollment Screen for Planned and Cumulative Counts

Grantees will now use the new *Edit Enrollment Counts* screen to capture inclusion data for planned and cumulative enrollment counts. Use the updated **Edit Planned Enrollment** and **Edit Cumulative Enrollment** links on *Inclusion–Manage Inclusion Data Records (IDRs)* screen to open appropriate version of the screen (planned vs. cumulative).

The *Edit Enrollment Counts* screen replaces the *Edit Planned Inclusion Data* and *Edit Cumulative Inclusion Data* screens for capturing inclusion enrollment counts.

Refer to the IMS Online Help topic titled [Edit Enrollment Counts](#) for more information.

Removed ‘Requires Updates’ Status

The ‘Requires Updates’ status has been removed from IMS. This status was applied to IDRs that were modified by grantees who accessed IMS via the link in RPPR.

With this release, IDRs created via RPPR will be given a status of Grantee Updates in Progress. IDRs updated via RPPR will retain their current status.

RPPR

Warning for Inclusion Data Saved in IMS via RPPR before Due Date

A warning message appears for anyone saving inclusion data within the Inclusion Management System (IMS) via their Research Performance Progress Report (RPPR) before the RPPR is due. The purpose of the message is to remind users that once data in IMS is saved via access through the RPPR, the inclusion data can no longer be accessed from Commons Status.

The warning displays any time users attempt to save inclusion data when IMS was accessed via the **Inclusion** link from *Section G. Special Reporting Requirements* on the RPPR 60 days before it is due (or sooner).

The warning is as follows:

*Based on the due date of this RPPR, **inclusion data is not yet needed**. If you proceed and save your data within IMS system, the ability to edit inclusion data within Commons/Status will be blocked. You cannot undo this action. Are you sure you want to proceed?*

Select **Proceed** to continue saving the inclusion data via the RPPR and to block access via Commons Status. Select **Cancel** to abort this action.

Inclusion Validation Changes on Submission of RPPR

Some systems validations performed when a grantee submits the Research Performance Progress Report (RPPR) have been modified. The list below details changes. All other existing validations remain the same.

- If Inclusion Monitoring Required is Yes or Yes-Pol for an IDR (other than Not Funded or Type 2 Progress Report), and Actual data exists in the Pop Tracking format, RPPR will display an error message. This is a hard stop and the report cannot be submitted.

Inclusion enrollment data must be provided in the IMS format and saved for record # <record #, record #>. Please navigate to G.4.b of the RPPR, click the Inclusion link, select the appropriate IDR, click “Edit Cumulative” and update the enrollment data in that format. Click save and update the next IDR or return to the RPPR if done.

- If Inclusion Monitoring Required is Yes or Yes-Pol for an IDR (other than Delayed Onset, AGG, Existing Dataset, Not Funded, or Type 2 Progress Report), and Actual data was not submitted via the RPPR, a warning message displays as follows:

Updates to inclusion data record(s) have not been made for record # <record#, record#>. If updates are needed, navigate to G.4.b of the RPPR to access the Inclusion Management System and update records.

- If Inclusion Monitoring Required is Yes or Yes-Pol for an IDR (other than Delayed Onset, AGG, Existing Dataset, Not Funded, or Type 2 Progress Report), and Actual counts are not greater than zero, a warning message displays as follows:

No cumulative inclusion enrollment data has been provided for the record(s) # <IDR #, IDR #>. Is this correct? If enrollment has not begun, you may proceed and submit the RPPR. If enrollment has begun, navigate to section G.4.b of the RPPR to update inclusion data record(s) cumulative enrollment data.

Updated Inclusion Messages on RPPR PDF

The following reflect new or updated messages added to the RPPR regarding submitted inclusion data. These messages appear on the PDF version of the RPPR.

- If an IDR is delayed onset:
There is no enrollment because IDR is set as delayed onset.
- If an IDR has uses an existing dataset with no planned enrollment: *This study involves an existing dataset and only includes cumulative enrollment. Planned enrollment is not required.*
- If an IDR has uses an existing dataset with no cumulative enrollment: *This study involves an existing dataset and only includes planned enrollment. Cumulative enrollment is not required.*

Status

Updates to PI Versions of Status Screens

PI users (as well as their delegates) will notice a new look and feel of the Status screens. PI Status, JIT, and Closeout screens have been modified to conform to eRA's standards for user interfaces, including fonts, colors, and the banner.

Beginning with this release, PIs will use the re-designed screens to search recent submissions or applications and perform necessary tasks related to those, such as attaching JIT information, performing closeout tasks, and adding final invention statements.

NOTE: Signing Officials' versions of the screens have not changed in this release. SOs' Status screens will be re-designed at a future date.

PI Status Groups Information by Grant Family

The new design of the PI Status screens provides the same features, allowing PIs to search for Recent/Pending eSubmissions; to view their List of Applications/Grants; or to Search by Grants.gov Tracking Number.

An important difference to note, however, is the organization and layout of the *Status Result – List of Applications/Grants* screen. These results now display applications/grants into groups of grant families based on the award document number, collapsed by default with the initial display revealing only the application number (or *Application ID Not Yet Assigned* where applicable); the number of applications/grants within the family; the contact PD/PI; and the title.

Expanding a grant family grouping displays detailed information for each application/grant including application ID; Grants.gov tracking number; proposal title; PI and MPI; eSubmission status; current application status; status date; and all available options.

The image below shows an example of a collapsed and expanded grant family.

Notes & Tips: ← Return to PI Search

- Important:** The NIH provides the JIT (Just in Time) link in the Commons for scored applications. Please await instructions from the NIH on whether to complete this information

The following list of applications/grants represents a result of the search by Grants.gov Tracking # or a complete list of all your applications/grants. If you do not see a complete list of your applications/grants, please click **List of Applications/Grants** menu tab again.

Status Result - List of Applications/Grants 17

Application ID Not Yet Assigned		01/01/2016 - 12/31/2017 (Project Period)	SHAKESPEARE, WILLIAM (PD/PI)	Measure for Measure & Other Scientific Methodologies (Title)		+	
R21MH123456		06/01/2014 - 05/31/2016 (Project Period)	MARLOWE, CHRISTOPHER (PD/PI)	The Tragical History of the Life and Death of Doctor Faustus (Title)		-	
Application ID	Grants.gov Tracking#	Proposal Title	PD/PI Name	eSubmission Status	Current Application Status	Status Date	Available Actions
5R21MH123456-02		A Tragical History of the Life and Death of Doctor Faustus	MARLOWE, CHRISTOPHER (PI) SHAKESPEARE, WILLIAM (MPI)		Pending	05/22/2014	RPPR
1R21MH123456-01	GRANT12345678P	A Tragical History of the Life and Death of Doctor Faustus	MARLOWE, CHRISTOPHER (PI) SHAKESPEARE, WILLIAM (MPI)	Submission Complete	Awarded. Non-fellowships only	05/22/2014	

Figure 1: Grant Family Grouping in List of Applications/Grants

For more information, refer to the Commons Online help topic titled [Status for PD/PIs](#).

xTrain

Screens and PDFs Modified to meet OMB Clearance

xTrain users may notice changes to the look and layout of the user interface and PDF versions of *Statement of Training Appointment (2271)* and *Termination Notice (TN)* forms.

Access to Training Grants When a Change of PI Occurs

When a change of PI occurs on a training or career grant, the new PI will have access to all years' information for that grant, including past years within xTrain.

The former PI will no longer have xTrain access to any information pertaining to the grant, even for years during which s/he was the PI. The former PI will have access to the grant via Commons Status for the years during which s/he was the PI.

Fixes

Corrected JIT IRB Date Requirement

It was reported that Institutional Review Board (IRB) approval date was required when submitting Just in Time (JIT) information. Some submissions received an error upon submission of JIT in Commons if the IRB approval date was missing.

This has been corrected. JIT can be submitted without the IRB approval date. Once this information is known, JIT can be submitted again.

Date Range No Longer Required for SOs Searching in Status

Previously, SOs were required to enter a date range when searching for applications using the *Recent/Pending eSubmissions* search in Status.

This has been corrected. A date range is no longer required for a search.