eRA Commons Version 3.18.02 Release Notes

New Feature

New RPPR Error Message for Inclusion Enrollment Data

Grantees who select the **Check for Errors** or **Submit** button on their RPPRs will encounter a new error message if cumulative inclusion enrollment data exists in the previous OMB-approved format.

The error message is as follows:

Section G. Special Reporting Requirements: (ID: 201320)

G.4.b Inclusion enrollment data must be provided in the IMS format and saved for record(s) # $\langle IDR number \rangle$. 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. (ID: 206731)

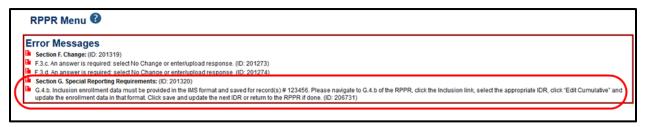


Figure 1: New IMS-related Error Message

Inclusion enrollment data last saved in the retired Population Tracking system and migrated to IMS must be submitted in the new IMS format. This data cannot be directly transferred to the new format and must be entered manually in IMS.

Follow the steps below to update inclusion enrollment data and resolve the error:

1. Select the **Inclusion** link located in question *G.4.b* of the RPPR.

G4.b Inclusion Enrollment Date Please review the box below to determine if this project meets the definition of clinical research and requires the reporting of cumulative enrollment of subjects and the distribution of sexgender, ethnicity and race.
Inclusion Enrollment Report
Please click on the link below to view and update inclusion data records associated with this award.
•

Figure 2: Inclusion Link in G.4.b of RPPR

The Inclusion – Manage Inclusion Data Records (IDRs) screen displays. The status of the IDR is Requires Updates.

- 2. From the **Action** column, select the **View** link to display the enrollment data in the previous OMB-approved format. This will be useful when updating the cumulative data in the new format. You can keep this window open as a reference while updating the IMS cumulative form.
- 3. From the **Action** column of the *Inclusion Manage Inclusion Data Records (IDRs)* screen, select the **Edit Cumulative Enrollment** link to open the *Edit Cumulative Inclusion Data* screen.

Inclusion- Ma Grant #: PI Name:	Manage Inclusion Data Records (IDRs) ^{5R01CA123456-14} Shakespeare. William						
Prospective S The inclusion data la Please enter the upd	yout has been modified for each Ine ated cumulative inclusion enrollme	clusion Data Record (IDR), where Study Title is marked with asterisk nt data in the modified layout by clicking "Edit Cumulative Enrollme					
IDR # 3	IDR Status	Study Title	Last Updated Date	Action 🚱			
123456	Requires Updates	* Samole Study Title	03/19/2014 12:29:35 AM	View Edit Planned Enrollment			

Figure 3: Edit Cumulative Enrollment Link

4. Update the enrollment data on the *Edit Cumulative Inclusion Data* screen and select the **Save** button. This will close the form and display the *Inclusion – Manage Inclusion Data Records (IDRs)* displays again.

	Data 🛛									
Grant #:	5R01CA123456-14									
PI Name:	Shakespeare, Willia	m								
Inclusion Data Record (IDR) #: 🕖	123456									
IDR Status: 1	Requires Updates									
Study Title:	Sample Study Title	<u> </u>								
Cumulative Inclusion Enrollment Rep	port								*Required	field(s)
	*Stud	y Title: 🜒 Samp	le Study Title							
	Cr	omments:		1						
				14						
The inclusion data layout has changed. Please						ve" button. Your prior year report	s are still available in	the previous OMB-	approved format in read-only n	node.In
The inclusion data layout has changed. Please order to review this information, return to the p						ve" button. Your prior year report	s are still available in	the previous OMB-	approved format in read-only n	node.In
	previous page (Manage Inclus	sion Data Records)	and click the "View" link to revie			ve" button. Your prior year report	s are still available in	the previous OMB-	approved format in read-only n	node.In
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order to review this information, return to the p Note: If you have not yet begun enrollment, ple.	previous page (Manage Inclus	sion Data Records) : nrollment by clickin	and click the "View" link to revie ig the "save" button below.		data. Ethnic Categ	lories				
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Figure 4: Edit Cumulative Inclusion Data Screen

- 5. Repeat the steps above for all IDRs as applicable.
- 6. When all updates are done, select the **Return to RPPR** link from the *Inclusion Manage Inclusion Data Records (IDRs)* screen.

Inclusion-	Manage Inclusion Data Records (IDRs) @
Grant #:	5R01CA123456-14
PI Name:	Shakespeare, William
Return to RPPR	Submit New Planned Inclusion Record

Figure 5: Return to RPPR Link

7. From within the RPPR, select the **Check for Errors** button again. If the appropriate updates to cumulative data were entered and saved, the error should not appear.

NOTE: The enrollment data from the previous OMB-approved format is retained in a Prior Version IDR. You can access this information by selecting the date hyperlink next to the **Prior Version** label on the *Inclusion Data Record (IDR) Details* screen.

To access *Inclusion Data Record (IDR) Details*, select the **View** link from the **Action** column of the *Inclusion–Manage Inclusion Data Record (IDRs)* screen.