Commons 3.10.0.4 Release Notes

New Features

RPPR

With this release, several updates have been made to the Research Performance Progress Report (RPPR) module to accommodate submission of non-SNAP awards, including multi-project (complex) and training awards.

Read about these changes below or refer to the *NIH Research Performance Progress Report (RPPR) Instruction Guide* for additional information (http://grants.nih.gov/grants/rppr/rppr_instruction_guide.pdf).

Training RPPRs added for SNAP and non-SNAP Awards

With this release, the RPPR module is available for the following Training Award Types:

K12, KL2, R90, RL9, T15, T32, T34, T35, T37, T90, and TL1

Budget Forms Available in RPPR for non-SNAP Awards

SF 424 Research & Related Budget (and Subaward Budget) forms and PHS 398 Training Budget (and Subaward Training Budget) forms are available for use in RPPR for certain awards.

For single Non-SNAP and Non-F (except for Training Awards) awards, the *SF 424 Research & Related Budget* form can be used. For subawards of these grants, the *SF 424 Research & Related Subaward Budget* form can be used.

For single Training Awards, the *PHS 398 Training Budget* form is available in addition to the *SF 424 Research & Related Budget* form. For training subawards, the *PHS 398 Subaward Training Budget* form is available in addition to the *SF 424 Research & Related Subaward Budget* form.

Refer to Chapter 6 (section 6.8) of the RPPR Instruction Guide for additional information.

RPPR Available for Multi-Project Awards

RPPRs can be submitted for complex awards. This includes multi-project awards or single-project awards with complicated structure with the following activity codes:

G12, M01, P01, P20, P30, P41, P42, P50, P51, P60, PL1, PM1, PN1, PN2, R24, R28, RM1, S06, S07, S11, U01, U10, U19, U24, U34, U41, U42, U45, U54, U56, UC7, UL1, UM1, and UM2.

Refer to Chapter 5 (section 5.3.2) of the RPPR Instruction Guide for steps on initiating and accessing RPPRs for complex awards and chapter 7 (section 7.6) for an explanation of the questions.

Disable Submit for eSNAP

With this release, the ability to submit an eSNAP report has been removed. The **eSNAP** action link will no longer display on the *Status* screen. Instead, grantees will see the **RPPR** link for their eSNAP grants, which will allow them to access and submit an RPPR.

PD/PI Delegate Submission Restrictions

A PD/PI that has been granted Progress Report delegation authority by an SO cannot submit a non-SNAP or type F RPPR.

Warning Message for RPPR Initiation for Closed Enrollment Protocols

A new warning message displays when an RPPR is initiated for an award with closed enrollment protocols. The warning message does not prevent the initiation of the RPPR. The message is as follows:

Warning: One or more of the clinical studies associated with this award has an enrollment status of closed and a link to the enrollment report will not be provided. If this is an error and inclusion data needs to be updated for this study(s), please contact your Program Officer <name and email>.

Warning Message for Missing Profile Information for Postdoc, Graduate, and Undergraduate Project Roles

Individuals included in RPPR section **D. Participants** with a **Project Role** of Postdoc, Graduate or Undergraduate eventually will be required to have a Commons ID and to complete certain fields on their Commons Personal Profile.

The fields for the required information are located within the **Name and ID** and **Demographics**, sections of the personal profile and are as follows: Date of birth; Gender; Race/Ethnicity; U.S. Citizenship Status, and Country of Citizenship. Individuals may choose the option **Do Not Wish to Provide** where applicable.

In addition, individuals with the Graduate Student role will be required enter at least one degree, while those with a PostDoc role will be required to enter a doctoral degree, including the name of the institution issuing the degree. This information is maintained in the **Education** section of the personal profile.

At this time, if the profile(s) is missing information, a warning message displays when the **Check for Errors** or **Submit** feature is selected for the RPPR. The warning is informational only, and the RPPR can still be submitted. At a future date, this information will be required.

Status

Status Screens Updated for Hurricane Sandy Grants

The Status module result screens (for both PIs and SOs) now include a **Sandy Quarterly Report** link in the **Action** column for grants identified as NIH Hurricane Sandy Recovery awards. The link opens the *Sandy Quarterly Report* for editing, saving, and/or submission.

Figure 1: Sandy Quarterly Report Link on Status Result (PI View)

For SOs, the *Status – General Search* screen also has been modified. The screen includes a new **Eligible for Hurricane Sandy Reporting** checkbox. Queries run with this box checked return only those grants designated as NIH Hurricane Sandy Recovery awards.

Figure 2: Eligible for Hurricane Sandy Reporting Checkbox on Status Search for SOs

PPF

PPF SSN Field

The Social Security Number (SSN) field found within the **Name and ID** section of the Personal Profile has changed. The field has been modified to accept only 4 digits. Additionally, the field name has been updated to from **Social Security Number** to **SSN 000-00-**. Only the last four digits of an individual's SSN are requested in this field.

Commons Online Help System

New Online Help for Commons

A new online help system has been created for Commons users accessible directly from many of the screens. Simply click on a question mark where available, and you will be taken to the help for that particular topic. Or, access the help directly at the following address: http://era.nih.gov/erahelp/commons.

This searchable, easy to use online help covers topics related to Commons and its modules. The help includes general information, step-by-step instruction, and images to help you navigate and work with the system. Certain topics contain links to guide notices and other policy information or to related user guides (where applicable).

The first topic titled *About the Help System* offers a useful reference explaining the features found in the online help, including navigation, links, search bar, and hidden/displayed images.

Hand in hand with the creation of the Commons online help is a new version of the eRA Commons User Guide. You can access the updated guide, as well as individual guides to Commons modules, at the following site: http://era.nih.gov/commons/user_guide.cfm.

Figure 3: Access the Commons Online Help System by Clicking the Question Marks

Fixes

Corrected Calculation of End of Eligibility Date on Personal Profile

Previously, the Early Stage Investigator (ESI) eligibility end date was not calculating correctly when a degree or residency was added or updated.

Resolution

The calculation for ESI eligibility has been fixed.