Commons 3.7.0.4 Release Notes

New Features

Administrative Supplements

Budget Period Required When Submitting Administrative Supplement Funds Request

At least one budget period is required for an administrative supplement funds request. If a request is submitted without first selecting a budget period, the following error displays:

At least one budget period is required to be filled in for an administrative supplement request.

FCOI

New Reminder Email for Annual Reports

An email reminder will be sent to the Grantee when an annual report is due. This reminder is only sent when the previous report was submitted under the 2011 revised regulation during the current competitive segment. Additionally, the **Annual Report** link will become available 75 days before the anniversary of the day when the notice of award was sent out. The reminder email will also be sent on this day.

Explanation Added to the 2011 FCOI Entity Name Field

Text was added to the **Entity** field on the 2011 Regulations FCOI Report to better explain what data is required in the field. The new text reads as follows:

Enter the name of the entity that the Investigator has a financial interest.

New Pop-Up Message Explains the Proper Time to Revise an FCOI Report

FCOI module has been enhanced with a new pop-up message displayed when a user selects the **Revise** link for an FCOI in *Submitted* status. The message provides an explanation of when to submit a revised FCOI report. The text of the message is as follows:

'Revised' FCOI reports are only used following the completion of a Retrospective Review when the Institution discovers new information that results in a change to a previously submitted FCOI report or a change to the management of the FCOI.

FFR

Certification Language on Item 13 of the Federal Financial Report has Changed

The language on item **13 Certification** of the Federal Financial Report (FFR) has changed. The new language is as follows:

Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

Total Federal Funds Authorized Amount on an FFR for a Type 8 Grant Equals the Total Awarded Amount

The calculation to determine the total federal funds authorized amount on an FFR for a Type 8 grant has changed. The **Total Federal funds authorized** on the FFR is now the total awarded amount on the document number.

PPF

Reviewer Address Zip Code on PPF Required only for U.S. Addresses

A change has been made to the required fields in the **Reviewer Address** section of the **Personal Profile** (PPF). The **Zip Code** field is now only required if the address country is United States.

RPPR

Changes to RPPR Email Notifications

When a Research Performance Progress Report (RPPR) is submitted with non-compliant publications, an email is sent to the PD/PI. The email content has been changed to now include the following text:

This award will not be processed until all publications arising from it are in compliance with policy.

Change Made to RPPR for Training and Fellowship Awards

A change has been made to question **G.2 Responsible Conduct of Research** on the RPPR for Training and Fellowship Awards. The **Nothing to Report** checkbox has been disabled, as this is a required question for these award types.

Updates Made to the PRAM Feature of RPPR

The RPPR PRAM feature has been enhanced to allow for ICs to request and grantees to submit additional materials. Two types of PRAM requests now exist in RPPR: IC Requested PRAM and Public Access PRAM. Both types of request are accessible through corresponding links (**IC**

Requested PRAM link or **Public Access PRAM** link) in the **Action** column of the *Status* screen.

The **Public Access PRAM** link replaces the generic **PRAM** link existing before this release and behaves as it did previously.

The **IC Requested PRAM** link provides a means for submitting additional material requested by the IC. In this request type, files can be added to the PRAM by the current reviewer (PD/PI, AO, or SO) and may be viewed and deleted as needed. Multiple PRAM submissions are allowed and are appended to the prior requests.

As with the Public Access PRAM requests, the IC Requested PRAM may be routed to reviewers before being submitted. The **IC Requested PRAM** link is disabled once an award has been issued.

Please refer to the *NIH Research Performance Progress Report (RPPR) Instruction Guide* for more information and steps for completing both types of PRAM request.

eSNAP Replaced by RPPR

The eSNAP progress report is being replaced by RPPR. For this reason, all references to eSNAP have been removed or replaced by RPPR. This includes the **eSNAP** tab and **Action** link (now called **RPPR**) and the *Manage eSNAP* page (now called *Manage RPPR*).

The ability to initiate an eSNAP report will remain available until the July 2013 release; however, eSNAPs should not be initiated for awards due on or after May 15. Only reports due before May 15 may use eSNAP. Reports due after May 15 must use RPPR.

If a progress report was initiated as an eSNAP when an RPPR is required, contact the eRA Help Desk (http://era.nih.gov/help) to change the format to RPPR.

NOTE: eRA will continue to support any Work in Progress (WIP) eSNAP reports until they are finalized. The ability to submit an eSNAP report will be removed in the October 2013 release.

Status Information

Status Information Screen Displays the Meeting Date Once Assigned

The review meeting date is now displayed to SOs, PIs, and those whom have been designated Status authority on the *Status Information* screen as soon as the date is available in the system, providing all with a heads-up on the deadline for submitting post-submission materials related to their grant applications.

Prior to this enhancement, PIs could see the meeting date only 30 days prior to the meeting, making it difficult for them to follow the policy for post-submission materials. That policy requires that these materials be submitted no later than 30 days before the review.

xTrain

Revised Warning Message for Periods of Appointment that Exceed the Project Period

The trainee appointment end date entered on the xTrain Statement of Appointment (SOA or 2271 Form) should not be a date beyond that of the project period end date. System validations are in place to check this information, and previously when this occurred, a warning message indicated that the appointment had to be less than or equal to the project period end date. The text of this warning message has been revised as follows:

If continued funding is not provided through a competitive renewal, this grant will need to be extended to cover the full period of appointment.

For CDC Only: New Error Message for Periods of Appointment that Exceed the Project Period

For CDC appointments only, a new error message displays if the trainee appointment end date entered in the xTrain 2271 Form is a date beyond that of the project period end date. This new error message is as follows:

NIOSH does not allow a trainee's period of appointment to exceed the end of the project period due to the uncertainty of future funding support for the trainee.

For CDC Only: Warning Message Removed for Submissions and Approvals of SOAs With a Different Stipend Amount than the xTrain-calculated Amount

For CDC appointments only, the 2271 Form) can be submitted and approved if the stipend amount on the SOA differs from the amount calculated from xTrain. Previously in this scenario, a warning message displayed. xTrain has been modified to no longer display this warning message for CDC appointments.

For CDC Only: 2271 Form Allows Stipend Amount of $0

For CDC appointments only, 2271 Forms can be submitted with an amount equal to $0. If the stipend is equal to $0, it must be entered as such. If the stipend amount is not entered, the following error message displays:

Stipend amount must be entered.

Fixes

FFR

Corrected the FFR Error Message Displayed when NBS Service is Down

An error message displays when an OFM user attempts to accept an FFR when the NIH Business Service (NBS) is down. Previously, the wrong error message was displaying.

The correct error message is as follows:

FSR Detail Failed. Please contact the NIH Administrator.

Resolution

This issue has been resolved. The correct error message now displays.

No Cost Extension

Fixed Proposal Title Field on No Cost Extension Confirmation

Previously, the **Proposal Title** field on the No Cost Extension confirmation screen displayed a blank line instead of the actual proposal title.

Resolution

This issue has been resolved. The proposal title now displays on the screen.

RPPR

RPPR Modified to Check if Inclusion Enrollment is Required

If there are any inclusion enrollment reports associated with the application, they must be completed and submitted with the RPPR. Previously, the system did not perform validations for this required information.

RPPR has been modified to check for missing, required inclusion enrollment reports, and if the required reports have been excluded, to display an error message upon submission of the report. The error is as follows:

Inclusion enrollment submission is required.

Resolution

This issue has been resolved by the addition of validations and a new error message.

RPPR Fixed to Disallow AO Users to Submit to Agency

Previously, Administrative Officer (AO) users were able to submit RPPRs to Agency. This should not have been allowed. Only SOs and PD/PIs with Progress Report delegation should be able to submit RPPRs.

Resolution

This issue has been resolved. AOs can no longer submit RPPRs to Agency.

Corrected PDF Version of RPPR for Fellowship Awards

Previously, the PDF version of the RPPR for Fellowship Awards included a table showing the level of effort under question **D.1** in section D. **Participants**. For Fellowship Awards, this section of the report should only display **Not Applicable**.

Resolution

This issue has been resolved. Fellowship Awards display only **Not Applicable** for question **D.1**.

Fixed the PD/PI Name Displayed on the RPPR Inclusion Enrollment Section

Previously, the *Inclusion Enrollment Report Table* screen in RPPR displayed the name of the current reviewer, instead of the PD/PI assigned to the grant, in the **Program Director/Principal Investigator Name** field.

Resolution

This issue has been resolved. The name of the PD/PI now displays in the field.

Corrected Document Generation Failed Error for RPPR PDF

Previously, if an RPPR did not contain a value for the **Project/Grant Period End Date**, the following message appeared when attempting to view the PDF version of the report:

Document Generation Failed

Resolution

This issue has been resolved. The PDF version of the report can be viewed even if no **Project/Grant Period End Date** has been entered on the report.

Corrected Misspelling on Question B.5 of RPPR

The word *communities* was misspelled on question **B.5** of the RPPR. This error has been corrected.

Resolution

This issue has been resolved.

Corrected Publication Retrieval from NLM for Former Grant Numbers

Previously, when a grant was moved to a new IC, RPPR was not recognizing the association between the new grant number and the former grant number when retrieving publications from the National Library of Medicine (NLM).

RPPR has been modified to retrieve publications from both the current grant and former grant.

Resolution

This issue has been resolved.

Fixed the Requirement for Congressional District on RPPR for Foreign Countries

Previously, question **G.8 Project/Performance Sites** would display the error message *A required field is missing* if the **Congressional District** was not entered for a foreign country. Foreign country addresses do not require this information – with the field is disabled for foreign countries – and the message displayed in error.

There was a work around in place to select United States, enter a Congressional District, and then change the country to the correct foreign country.

Resolution

This issue has been resolved, and the work around is no longer required.

Search

Fixed an Error Encountered when Searching for Particular Grants

Previously, when an SO or TA user performed a query on the Search screen for R25, R90, RL5, and RL9 type grants along with IC information, Commons displayed an error as follows:

You must search for the grants currently supported by the system. Please enter an activity code that is supported or leave it blank.

This error should not have been displayed when the query was performed.

Resolution

This issue has been resolved. The above mentioned grant types can be searched for successfully.

xTrain

Separate Termination Notices Generated When There is a Gap in Appointments

When a trainee is appointed and then terminated more than one time for the same grant, separate Termination Notices (TN) should be generated, each containing only the years of the individual appointment. Previously, although multiple TNs were generated, the TNs included all years of the appointments combined.

Resolution

This issue has been resolved. TNs now reflect only years within the timeframe of the appointment.

Termination Email Notifications to be Sent Based on the Last Project Period for the Grant Family

Previously, email notifications to terminate a fellowship were being sent to fellows related to the budget period of each year, instead of the project period of the grant family.

Now, email notifications are sent only based on the grant family project period and not each year.

Resolution

This has been resolved.

Fixed Display of Standard Stipend Amount on TN for Last Year of Support

For the last year of support for fellowships and appointments, the **Standard Stipend Amount** on a TN form should be blank, unless a different stipend amount was entered by the user. In all cases, data in the **Months** and **Days** columns should be displayed.

Previously, this information was not displaying correctly for the last year of support.

Resolution

This issue has been resolved.

Corrected the 2271 to Prevent Trainees from Updating the Salary

Previously, Trainees had the ability to change their salary amounts for R type grants on the 2271 form. This was an error.

Resolution

This issue has been resolved. Trainee users can only view their salary amount and cannot update the field.

Fixed the Cancel Button Functionality on the Termination Certification Screen

Previously, the **Cancel** button on the Termination Certification screen automatically routed the Termination Notice to the Business Official (BO). The **Cancel** button should cancel the action and return the user to the previous screen.

Resolution

This issue has been resolved. The **Cancel** button works as expected.

ASST Users Now Only See Grants Belonging to Their Institutions

Previously, it was reported that ASST users were seeing grants belonging to the PI they were delegated to, not associated with their institution within their My Grants tab. This occurred when the PI who delegated xTrain authority to the ASST had multiple training grants associated with multiple institutions. The ASST was given the same access as the PI despite institution affiliation.

Resolution

This issue has been resolved. An ASST user delegated with xTrain authority for a PI with multiple affiliations will only see the grants associated with the ASST user's institution.