
Commons 3.8.0.7 Release Notes

New Features

Personal Profile (PPF)

New Personal Profile Interface

The Personal Profile in Commons is the central repository of information for all Commons registered users. It is designed so that individual system users hold and maintain ownership over the accuracy of their own profile information.

Beginning with this release, Commons users will now employ the re-designed Personal Profile module. This newly designed Personal Profile is sophisticated, clean, and intuitive and will vastly improve the user's experience with the module.

Some features of the new Personal Profile include:

- **Role specific information:** You will only see the sections of the profile that are relevant to your Commons user role(s). If you have multiple roles, you will see the combined relevant sections.
- **Indication of missing information:** You will see warning icons and messages clearly indicating any required fields that are missing information.
- **Clarification on why information is requested:** Each section of the profile includes text providing an explanation of why specific information is collected and how it will be used.
- **Ability to view or edit information:** Two options – View or Edit – allow you to view a summary of information for each section of the profile or to access all information in a section to perform edits.

For steps on navigating the new Personal Profile module, please refer to the Personal Profile Online Help System (<http://era.nih.gov/erahelp/ppf>). You may also open this help system by selecting any of the question mark (?) help icons on the Personal Profile screens.

When you click an icon within the module, the online help will open to a topic specific to that section (e.g., click on the icon in the **Name and ID** header for the help topic specific to the Name and ID section). Although the help opens to a specific topic, you can navigate to and search for other topics from the same screen.

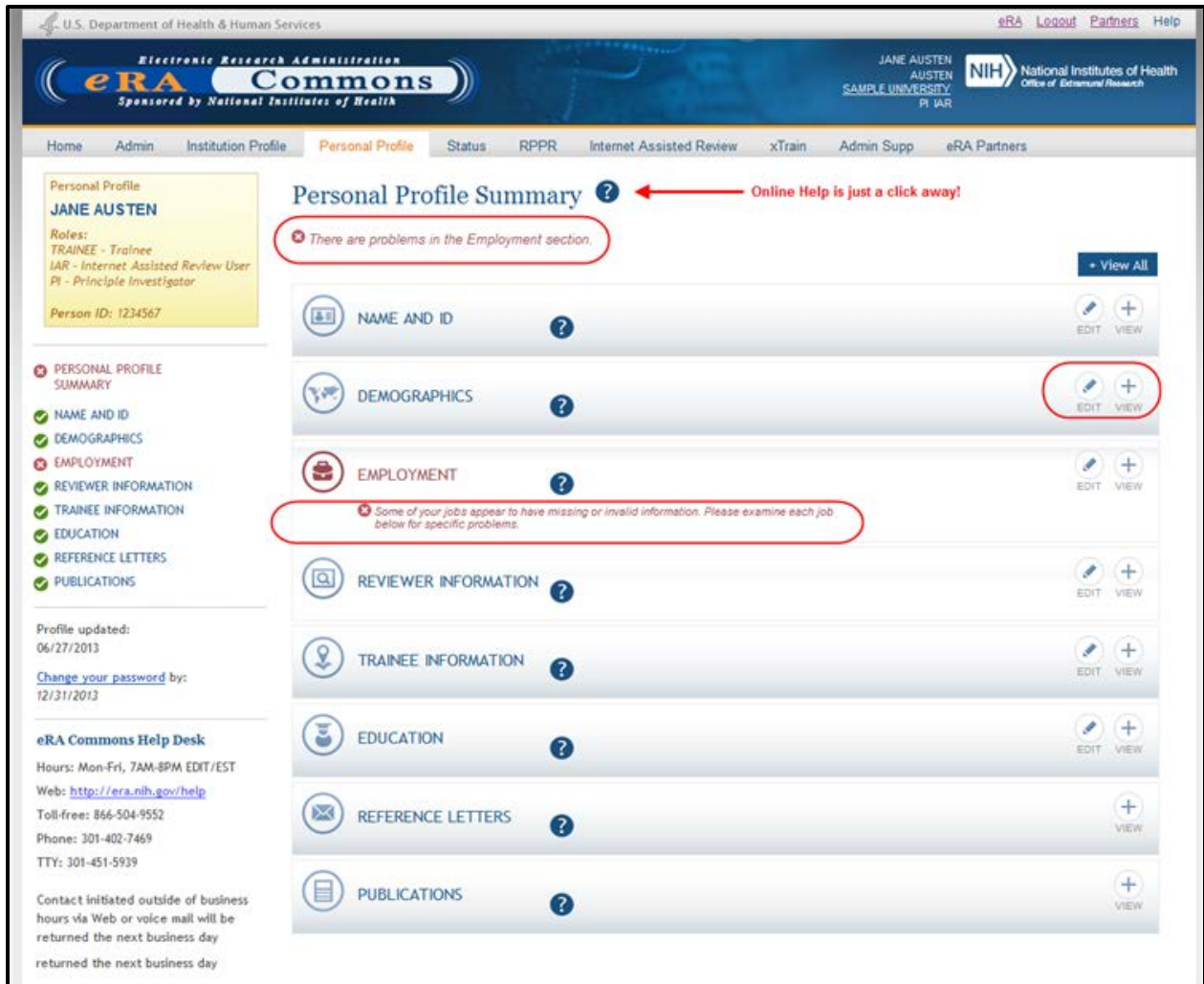


Figure 1: Newly Re-Designed Personal Profile Module

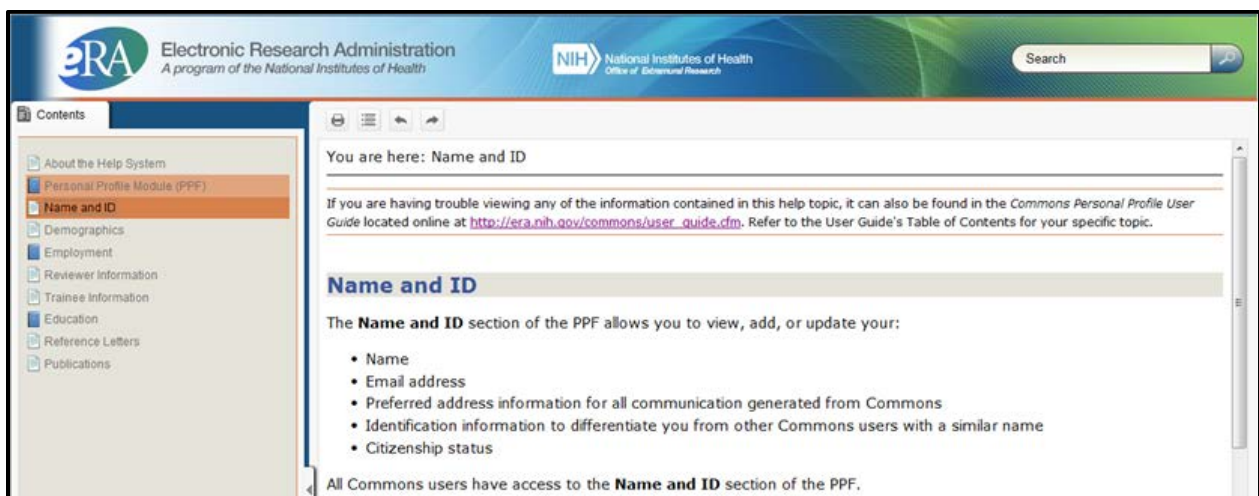


Figure 2: Sample Topic from the Online Help System

RPPR

Removed the Option for Initiating an eSNAP Report

With this release, the ability to initiate an eSNAP report has been removed. Grantees can now only initiate Research Performance Progress Reports (RPPR) using the RPPR module.

If you have an eSNAP report in progress, you can still submit that report using the *Manage eSNAP* screen. Select the application number (hyperlink) from the Status Results screens to open *Manage eSNAP*.

NOTE: If a report has not been initiated, the hyperlink in Status will be automatically set to Progress Report and will open the *Manage RPPR* screen.

Enhanced the PDF for IC Requested PRAM Submission

The Progress Report Additional Material (PRAM) PDF file includes all submitted documents provided as IC Requested PRAM. This PDF has been enhanced to display multiple submissions of IC Requested PRAM with the most recent submission displayed first, followed by earlier submissions in reverse chronological order.

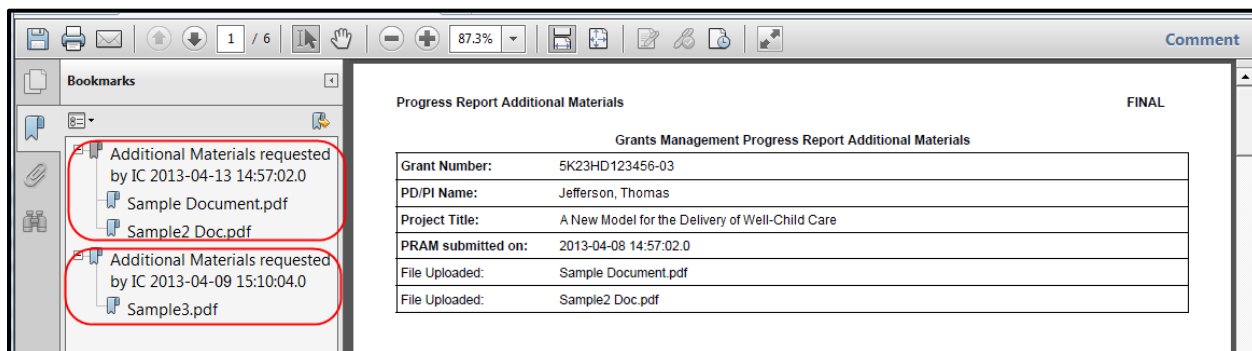


Figure 3: Sample PDF for IC Requested PRAM

FCOI

Enhancements Made to Annual Report SFI Status Selection

Enhancements have been made to Question 1 **Indicate the status of the FCOI since the FCOI was previously reported** on the FCOI Annual Report.

When entering an Annual Report or Revised FCOI for a second time (i.e., Question 1 had been answered previously) a new warning message displays when any answer is selected for Question 1.

The warning is as follows: *You are about to change the status of the FCOI from what was previously selected. Any entered data associated with that previous selection will be deleted from the report, if applicable.*

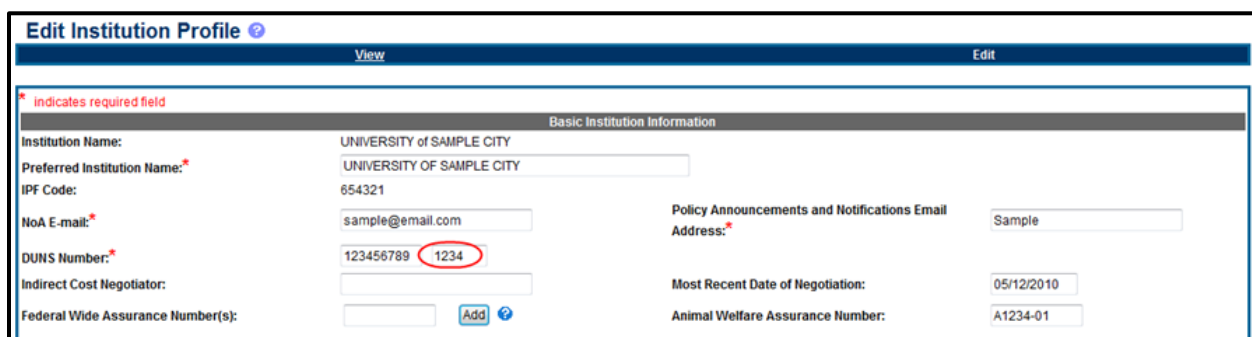
Users can select **Yes** to continue or **No** to cancel the change.

IPF

Institution Profile Updated to Accept 4-Digit Extension for DUNS Number

The **DUNS Number** field of the Institution Profile now includes a 4-digit extension field for institutions with Data Universal Numbering System (DUNS) numbers 13 digits long. The extension field displays for entry when registering or editing an institution profile. When used, the extension is also reflected on the view screen.

Although the **DUNS Number** field (for the first 9 digits) is required, the 4-digit extension is not a required field; however, if used, the extension field must contain 4 digits. If the field contains more or less than 4 digits, an error message displays as follows: *DUNS Extension field must have 4 digits*.



The screenshot shows the 'Edit Institution Profile' interface. At the top, there are 'View' and 'Edit' buttons. Below is a section titled 'Basic Institution Information'. The form contains several fields: 'Institution Name' (UNIVERSITY OF SAMPLE CITY), 'Preferred Institution Name' (UNIVERSITY OF SAMPLE CITY), 'IPF Code' (654321), 'NoA E-mail' (sample@email.com), 'DUNS Number' (123456789 1234), 'Indirect Cost Negotiator', 'Federal Wide Assurance Number(s)', 'Policy Announcements and Notifications Email Address' (Sample), 'Most Recent Date of Negotiation' (05/12/2010), and 'Animal Welfare Assurance Number' (A1234-01). The 'DUNS Number' field is highlighted with a red circle, and the '1234' extension is also circled in red. A red asterisk indicates a required field.

Figure 4: DUNS Number Extension Field

Fixes

Corrected Issue Preventing RPPR PDF Viewing

Previously, some users were experiencing a document generation failure message when attempting to view the PDF of an RPPR. This occurred when the PI had two home address entries in his/her profile, causing confusion within the system.

Resolution

This issue has been resolved. When a PI has two home addresses in his/her profile, the first home address is now selected when generating the RPPR PDF.

Corrected Issue Preventing Access to RPPR Section D

Previously, some RPPR users could not access Section D. Participants. When the tab for this section was selected, a blank RPPR screen displayed.

This occurred when there was an erroneous empty space in one of the fields for the Social Security Number (SSN).

Resolution

This issue has been resolved. Users do not need to enter anything into the SSN field.

Fixed the Save, Route, and Submit Buttons for PRAM Routed by a PI Delegate

Previously, when the PI Delegate routed PRAM to a PI, the **Save**, **Route**, and **Submit** buttons were not available for the PRAM. Commons did not properly update the status of PRAM routed by a delegate, which caused the buttons to remain disabled.

Resolution

This issue has been resolved. The system has been corrected to treat routed PRAM by a delegate in the same manner as if routed by a PI.

Corrected the Duplicate PD/PI and MPI Entries on RPPR Section D

Previously, duplicate entries for PD/PI and MPI displayed on section **D. Participants** of the RPPR report.

Resolution

This issue has been resolved. Duplicate entries will no longer display.

Corrected the List of Participants Table on RPPR

The list of participants table in RPPR section **D.Participants** sometimes did not display.

Resolution

This issue has been resolved. The table is now being displayed.

Sort by Application Function Removed on xTrain Trainee Roster Table

The sort by application feature of the xTrain *Trainee Roster* screen was removed to meet compliance regulations of Section 508. The previous placement of the sort feature – located above the table – did not meet Section 508 regulations.

Resolution

This issue has been resolved.

Corrected Access of Business Officials to Certain Fellowship Grants

Previously, Business Officials (BO) did not have access to specific fellowship grants.

Resolution

This issue has been resolved.

FCOI Annual Report Link Available 75 Days Prior to Next Budget Period Start Date

The link for an FCOI Annual Report will now be available 75 days prior to the next budget period start date (i.e., 76 days before current budget period end date). This change in the rule ensures that the link is available 75 days prior to the next Type 5 budget period start date for those projects that are recycled within a current competitive segment. The Annual Report link will now be available prior to the due date (i.e., 45 or 60 days prior to the start date of the next type 5 award).

Corrected the Display for FCOI Annual Reports Due

Previously, the number of FCOI annual reports due was not displaying correctly. This was caused by an issue with the way the due date was calculated.

Resolution

This issue has been resolved.

Corrected Status of FFRs Processed by NBS

Previously, some Federal Financial Reports (FFR) displayed in Commons as In Process even though they had been processed by the NIH Business System (NBS). These reports should have displayed as Accepted status.

Resolution

This issue has been resolved.