



Electronic  
Research  
Administration



# NIH eRA Commons Release Notes

**Version 2.2.1.0**  
**January 11, 2003**

# Introduction

This document describes the changes and enhancement made to the NIH eRA Commons system for the January 11, 2003 release. These release notes also include information on changes and enhancements made to the modules accessed from the system.

## NIH eRA Commons

### ASST Role

A new role indicated as ASST (assistant) has been added to indicate the role of a basic NIH eRA Commons user who can be assigned as a PI delegate for eSNAP/X-Train. Users with this role have no access other than updating their Personal Profile. However, it will be possible to delegate PI authority or Submit authority to these accounts to aid in administrative tasks.

### Search Proposals Page

The Start Date and End Date fields have been changed to a Budget Start Date Between field, to better indicate that the query locates proposals within the specified range (where the Budget Start Date is greater than or equal to the start date and less than or equal to the end date).

The Grant Number information can now be searched by the component parts of the grant number (type, activity code, Institute/Center, serial number, etc.).

### Proposal Search Results Page

The Grant Number column on the Proposal Search Results page now lists the concatenated grant number with a dash before the suffix.

Summary Links column now includes links to Notices of Grant Awards, Type 5 Progress Report face pages, and Fellowships.

The Search Criteria heading on the page now lists the proposal period budget start date.

### Type 5 Progress Report Search Results

Summary Links column now includes links to Type 5 Progress Report face pages and Fellowships.

### Detail Status Information

The following new sections have been added:

- Application Information which contains FSR Accepted Code, Snap Indicator Code, and Awarded Document Number.
- Awards which shows the Summary Award amounts.

### Signing Official Contact Information

Signing Official contact information (email address and phone number) have been added to both the View Institution Profile page and the Edit Institution Profile page.

### Mailing Address for the Institution Profile

The email address that will be used for institutional notifications such as grant reminders, policy announcements and notifications, and other directed institutional emails can now be edited/viewed on both the View Institution Profile page and the Edit Institution Profile page.

## Account List Page

The Account List page (accessed from the Administration | Accounts | Maintain Account) now allows the entry of first and last name as search criteria, and the User ID is included in the results list.

## Maintain Organization Hierarchy

The school name listed on the Maintain Organization Hierarchy page now includes both the institution name and a school category name. The category name is used as a group code to categorize the major components within an institution of higher education (for example, School of Medicine).

# Internet-Assisted Review (IAR)

A pilot version of the Internet-Assisted Review (IAR) module has been added to the NIH eRA Commons. Registration is by invitation only from Scientific Review Administrators or Grant Technical Assistants (SRAs/GTAs). IAR allows reviewers to view and submit critiques and preliminary scores for applications they are reviewing.

Two review sessions are being piloted with full deployment scheduled in the spring/summer of 2003. Further information about IAR can be found in the online help and in the module user guide, located at [http://impacii.nih.gov/revdoc/IAR\\_Reviewer\\_User\\_Guide.pdf](http://impacii.nih.gov/revdoc/IAR_Reviewer_User_Guide.pdf).

## Issues Resolved in this Release

The following issues previously encountered have been resolved in the current release of IAR.

### Removal of Footer in Email Invitation for Enabled IAR Reviewers

The email invitation that reviewers receive after they are enabled in IAR has been corrected to remove erroneous footer information.

### SRA Degree Information in Email Invitation for Enabled IAR Reviewers

SRA degree information now displays correctly in the email invitation that reviewers receive after they are enabled in IAR.

### SRA Preferred Work Address in Email Invitation for Enabled IAR Reviewers

SRA preferred work address information now displays correctly. Previously an additional blank line was displayed after the zip code of the address.

### Control Center Email Address Information for Reviewers

When a reviewer email address is missing, the "Update MLG" message is now customized depending on whether or not the reviewer has an existing NIH eRA Commons account. This customization is necessary because when a reviewer has an existing account only the reviewer and not the SRA can update the MLG address. If the reviewer has an active account, the message reads "Rev. Update in Commons." If the reviewer doesn't have an existing account the message reads "SRA Update MLG."

### Institution Affiliation Indicated

The institution affiliation of IAR users is now indicated in the page header (under the user name information). If the user has no affiliation, "Not Affiliated" is listed.

# Electronic Simplified Non-competing Award Process (eSNAP)

The following changes have been made to the electronic Simplified Non-competing Award Process (eSNAP) module:

## Initiating an eSNAP

An eSNAP can now be initiated even if mandatory information is missing. The user will still be prompted to correct/complete information, but the initiation will be processed. Previously, the eSNAP would not be initiated at all.

## Recalling an eSNAP

Signing Officials can now recall an eSNAP even if they are not the last reviewer.

## Manage eSNAP Page

### Page Viewed Based on User Role

When the eSNAP tab is selected, the Manage eSNAP page that opens is based on the user role.

- When the user role is Signing Official (SO) or Administrative Official (AO), the page opens with a grant search form and all grants that have been routed to that SO/AO listed. Additionally, the PI Search link has been removed.
- When the user role is Principal Investigator (PI), the page opens with a list of all eSNAP grants for that PI.

### Highlighting of Overdue eSNAPs

In the list of grant applications, eSNAPs that are overdue are presented in bold text.

### New Current Reviewer Column

A new column, Current Reviewer, has been added to the list of grant applications. The column lists the current reviewer for that grant.

## Edit Science Page

The creation date (the date that the document is uploaded in eSNAP) for the Progress Report and the Research Accomplishments files is now listed.

## Performance Site List

A default performance site is now created when the eSNAP is initiated. This information is based on the institution profile (IPF) address.

## Organization and Performance Site List Page

The Administrative Official (AO) name is now a required field. All contact information for the AO must be listed.

A text message has been added to the Administrative Official and Signing Official section of the page indicating that updates to the address information can only be made by the official whose name is listed above the address.

## View eSNAP Report

The PDF report page layout has been enhanced for readability and now prints on a single page.

## Online Help

New content has been added to the online help files, including detailed instructions for progress reports involving clinical research which includes a link to PHS 2590 instructions.

# Financial Status Reports (FSR)

The following changes and enhancements have been made to the FSR Edit Screen.

## Federal Share of Unliquidated Obligations

The Federal share of unliquidated obligations (field 10-m) is now calculated by the system. The calculation for this *read-only* field is the result of the values from fields 10-k *minus* 10-l.

## Business Rule Check

Once a save is committed, FSR checks for existing new segments and allows field 10-m to have any value. But if no new segment exists and the value of field 10-m is not zero, an error message is displayed: "This grant does not have next segment. Federal share of unliquidated obligations should be 0."

## Grantee Carryover Request

A new field, Carryover Request, was added to the Long Form and the PDF report. Users may update this field to record Carryover data; however, this field is not included in any calculations.

## CAS Information

The select statements have been modified to improve system performance. Previously, performance was sluggish when generating a CAS transaction.

Additionally, the following modifications were made within the CAS portion of the Long Form.

- A new *read-only* field, Grant Number, was added.
- The Document Reference Number field was renamed as Document Number. The Document Number is a *read-only* field.