
Commons Version 2.21.1.13 Account Management, xTrain, ESI and FCOI Release Notes

Important Notice

Create Affiliation Role Displayed to All Roles

It was recently discovered that when searching for individuals that have not been affiliated with an institution, the **Create Affiliation** hyperlink was being displayed within the *Action* column and was visible for all to see. This should only be used to affiliate research personnel.

Resolution

Since this is a recently discovered defect, a resolution action is currently slated to take place in the near future.

NOTE: Do not attempt to create an affiliation using the **Create Affiliation** hyperlink that displays in the *Action* column for user other than the PI, Trainee, and Post-Doc roles.

General Commons Enhancement

Commons ESI - Display Applications' ESI and NI Eligibility in the Commons Status module

The *Status Information* screen will now display the applications' Early Stage Investigator (ESI) and New Investigator (NI) eligibility status in the Commons Status module. The possible values or status for the Early Stage Investigator eligibility can be either **Y** or **N** or **blank**. The possible New Investigator eligibility status can also be either **Y** or **N** or **blank**, as demonstrated within the following figure.

Status Information		Other Relevant Documents	
General Grant Information		Latest NGA	
Status:	Application awarded.	Abstract (Awarded Grant)	
Institution Name:	OREGON HEALTH & SCIENCE UNIVERSITY	Additions for Review (0 documents)	
School Name:	SCHOOL OF MEDICINE		
School Category:	SCHOOLS OF MEDICINE		
Division Name:	NONE		
Department Name:	BEHAVIORAL NEUROSCIENCE		
PI Name:	CUNNINGHAM, CHRISTOPHER L		
Application ID:	3R37AA007702-12S1		
Proposal Title:	MODULATION OF ALCOHOL REINFORCEMENT		
Proposal Receipt Date:			
Last Status Update Date:			
Current Award Notice Date:	06/16/1999		
Application Source:	Paper		
Project Period Begin Date:	04/01/1998		
Project Period End Date:	03/31/2003		
eApplication Status:			
FOA:			
NIH Appl. ID:	6082608		
Status History		Institute or Center Assignment	
Effective Date	Status Message	Institute or Center	Assignment Date
	Application awarded.	NATIONAL INSTITUTE ON ALCOHOL ABUSE AND ALCOHOLISM (Primary)	05/27/1999
Application Information		Study Section	Advisory Council(AC) Information
Award Document Number:	R1AA07702C	Scientific Review Group:	ZRG4 (01)
FSR Accepted Code:	N	Council Meeting Date(YYYYMM):	1999/00
Snap Indicator Code:	Y		
Impact/Priority Score:			
Percentile:			
Early Stage Investigator Eligible:	N		
New Investigator Eligible:	Y		
Reference Letter(s)			
This list shows Reference Letters associated with this particular Grant Application. Principal Investigator can see a list of all Reference Letters within Personal Profile - Reference Letters section on eRA Commons			
Contacts			
Administration	Name	Phone	Email
Program Official(PO)	WITT, ELLEN	(301) 443-4223	eRASstage@mail.nih.gov
Awards			
Direct Amount	Facilities And Administrative	Fee Amount	Total Amount
\$8,506	\$4,168	\$0	\$12,674

Figure 1: Status Information Screen Showing Eligible Status.

Accommodate Status Codes/Description Changes

Changes were made to the status messages available to Commons users in the *Status Result* hit list and the *Status Details* screen. Now the status information available to external users aligns with the status available to federal users of the NIH eRA internal grants administration software.

NOTE: As a result of this change, the *Status Details* screen will not be populated until the day after an error-free application is received in eRA. The *Other Relevant Documents* including the eApplication, *Appendices and Cover Letter* are available to users immediately.

User Account Management Module – 508 Compliance

Due to the original release date of the *User Account Management Module*, this module within Commons was not released as being 508 compliant. Federal regulations under Section 508 (a) now require that a text equivalent shall be provided for every non-text element within any electronic online document. A great amount of effort has been made to the pages within the *User Account Management Module* to address Section 508 requirements in this module.

Commons – Clarification of Instructional Text

Changes were made to enhance the instructions to the Principle Investigator (PI) regarding the *Submit Reference Letter* screen in order to provide more clear information.

The new *Submit Reference Letter* screen text now reads as follows:

If your reference letter is not attached to your application, please check the FOA number. If this is incorrect the letter must be resubmitted by the referee with the correct FOA number.

Account Management Enhancements

Combine Create Account, Create Affiliation and Maintain Account into One Interface

The **Admin>Accounts** menu tab was redesigned in order to combine multiple functions onto one screen. You can now *Create New Account*, *Create Affiliation* and *Maintain Account* all from the one **Manage Accounts** tab. You can also perform a **Search** by *Role*, selecting a specific *Account Status*, or by entering a name. You can now also search within your own Institution (default) or outside your Institution by removing the checkmark from the option box.

The screenshot shows the 'Account List' screen in the eRA Commons system. The page title is 'Electronic Research Administration eRA Commons Sponsored by National Institutes of Health'. The user is logged in as 'glenn_so' from the 'UNIVERSITY OF TEXAS AUSTIN' institution. The 'Manage Accounts' tab is selected. The search criteria section includes a 'Role' dropdown menu with options: ALL, AA, AO, ASST, BO, FCOI. The 'Account Status' dropdown menu is set to 'Active' with other options: Active, Pending, Not Affiliated, All. The 'Institution Search' checkbox is checked, indicating a search within the user's institution. There are input fields for 'Name' (First, Middle) and 'User ID'. A 'Search' button and a 'Clear' button are located below the search criteria. Below the search criteria is a table for 'Account Search Results' with columns: User Name, User ID, Email Address, Account Status, Role, Address, Institution, and Action. The table currently shows 'No accounts available.' A 'Create New Account' button is located at the bottom left of the search results area.

Figure 2: Manage Accounts - Account List Screen.

Enhancement to Create Affiliation

Create Affiliation is a procedure that allows the Signing Official (SO) of an Institution to affiliate existing Commons account (usually PI) users with his or her Institution. This functionality is now available within the *Manage Account* screen where the Signing Official (SO) of an Institution can now affiliate a current, non-affiliated Primary Investigator (PI) to his or her Institution. Once the SO has signed into Commons, follow the **Accounts > Manage Accounts > Create Affiliation** flow process.

Within the *Manage Accounts* screen, the *Institution Search* checkbox will be checked by default. The SO can uncheck the checkbox (search outside his/her institution) only when the *Last Name* or *User ID* fields have data entered into one of the fields.

The individual for whom the SO wants to affiliate must have the following attributes:

1. Must not have a current affiliation with the SO's Institution.
2. Must have a current Personal Profile in the eRA IMPACII database.

3. Must have an active Commons user account and ID.

Electronic Research Administration
eRA Commons
 Sponsored by National Institutes of Health
 Version 2.21.1.4

Welcome glenn_so
 Institution: UNIVERSITY OF TEXAS AUSTIN
 Authority: SO [Log-out](#)

Home Admin Institution Profile Personal Profile Status eSNAP xTrain Links eRA Partners Help

Accounts
 Manage Accounts Delegate Submit Delegate PPF Edit Change Password

Account List

Search Criteria

Role: Account Status: Active Institution Search: Search within your Institution

FCOI
 FSR
 PI
 POSTDOC
 SO
 TRAINEE

Hold down Ctrl key to do multiple select or to deselect.

Name: Last: wia First: Middle:

User ID:

Account Search Results 1 - 2 out of 2 records [Prev](#) [Next](#) [All](#)

User Name	User ID	Email Address	Account Status	Role	Address	Institution	Action
WIATER, EZRA M	WIATER	eRATest@mail.nih.gov	Active	PI	THE SALK INSTITUTE FOR BIOLOGICAL STUDIES SAN DIEGO CA 92186	SALK INSTITUTE FOR BIOLOGICAL STUDIES	Create Affiliation
WIATER, LAWRENCE A	LWIATER	eRATest@mail.nih.gov	Active	PI	240 RONAN ST NEW HAVEN, CT 06511	BIOLOG, INC.	Create Affiliation

Figure 3: Account List Search Screen - Create Affiliation.

NOTE: The SO will be able to edit all fields on the *Edit Account* screen even if the individual was affiliated with another Institution first.

After the (SO) user elects to affiliate an existing PI with his/her Institution by selecting the **Create Affiliation** link in the search result *Action* column, the following screen will be displayed.

Electronic Research Administration
eRA Commons
 Sponsored by National Institutes of Health
 Version 2.21.1.4

Welcome glenn_so
 Institution: UNIVERSITY OF TEXAS AUSTIN
 Authority: SO [Log-out](#)

Home Admin Institution Profile Personal Profile Status eSNAP xTrain Links eRA Partners Help

Accounts
 Manage Accounts Delegate Submit Delegate PPF Edit Change Password

Create Affiliation

* indicates required field

By selecting the "Confirm" button, you will affiliate this individual to your institution. Are you sure you want to do this?

Account Information

User ID: LWIATER

Email Address: *

Institution Name: UNIVERSITY OF TEXAS AUSTIN

Figure 4: Create Affiliation – Confirm or Cancel Screen.

When the SO selects the **Confirm** button, the previously un-affiliated PI will now be affiliated with that SO's Institution and the Institution name will appear in the *Institution* column of search

results screen. The system will then take the user back to the *Search Results* screen and the **Create Affiliation** link will no longer be displayed after the affiliation process is complete. A message displays that indicates that an affiliation has been created for the (PI) user.

The screenshot shows the eRA Commons interface. At the top, it says "Electronic Research Administration" and "eRA Commons Sponsored by National Institutes of Health". The user is logged in as "glenn_so" from "UNIVERSITY OF TEXAS AUSTIN". The navigation menu includes "Home", "Admin", "Institution Profile", "Personal Profile", "Status", "eSNAP", "xTrain", "Links", "eRA Partners", and "Help". The "Accounts" section is active, with sub-options "Manage Accounts", "Delegate Submit", "Delegate PPF Edit", and "Change Password".

The "Account List" page features a search criteria section with a red circle around the message "An affiliation has been created for LWIATER". The search criteria include:

- Role: A dropdown menu with options ALL, AA, AO, ASST, BO, FCOI.
- Account Status: A dropdown menu set to "Active".
- Institution Search: A checkbox for "Search within your Institution".
- Name: Fields for Last (containing "wia"), First, and Middle.
- User ID: An empty text field.

 There are "Search" and "Clear" buttons below the search criteria.

Below the search criteria is a table titled "Account Search Results 1 - 2 out of 2 records". The table has columns for User Name, User ID, Email Address, Account Status, Role, Address, Institution, and Action.

User Name	User ID	Email Address	Account Status	Role	Address	Institution	Action
WIATER, EZRA M	WIATER	eRATest@mail.nih.gov	Active	PI	THE SALK INSTITUTE FOR BIOLOGICAL STUDIES SAN DIEGO CA 92186	SALK INSTITUTE FOR BIOLOGICAL STUDIES	Create Affiliation
WIATER, LAWRENCE A	LWIATER	eRATest@mail.nih.gov	Active	PI	240 RONAN ST NEW HAVEN, CT 06511	UNIVERSITY OF TEXAS AUSTIN , BIOLOG, INC.	View Edit Delete Delegate PI

 At the bottom of the table is a "Create New Account" button.

Figure 5: Account List Screen – Affiliation Has Been Created.

If the **Cancel** button is selected, the system will take the SO back to the *Search Results* screen.

Create NEW & Existing Profile Account Process

The Institutional Signing Official (SO) has the system authority to create a new profile or update an existing profile account within Commons. These Manage Account functions can be performed for new individuals that have the following attributes:

1. The new user does not have a current affiliation with the SO's institution.
2. The new user does not have a *Personal Profile* within the eRA IMPACII database.
3. The new user does not have a Commons user account or user ID.

An SO can create a new account by selecting the **Create New Account** button on the *Manage Accounts* screen.

Figure 6: Account List Screen With Create New Account Button.

Once the Create New Account button has been selected the Create New Account Screen displays where the SO can create both a Commons user account and a profile.

Figure 7: Create New Account Screen.

Once a new user account has been created within Commons, and/or a search has been performed, a user with *Create Account* privileges can view, edit, delete or delegate PI authority to the new user. This can be done by selecting a link in the *Action* column of the search result list.

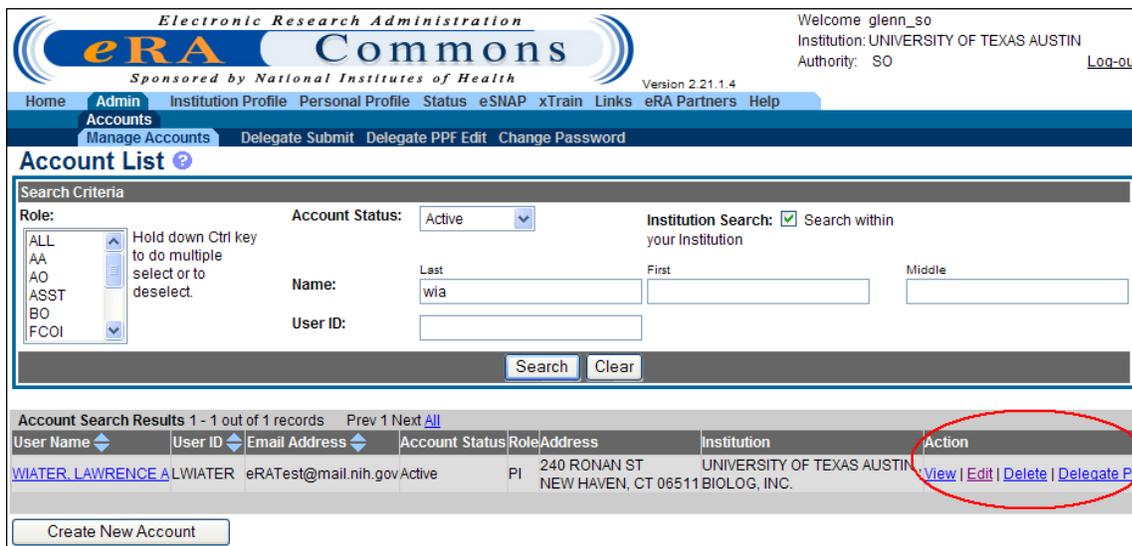


Figure 8: Account List Screen Showing Action Links.

Note that the user's name is pre-populated at the top of the screen. All existing profile information will be pre-populated in respective fields and is asked to be verified or modified.

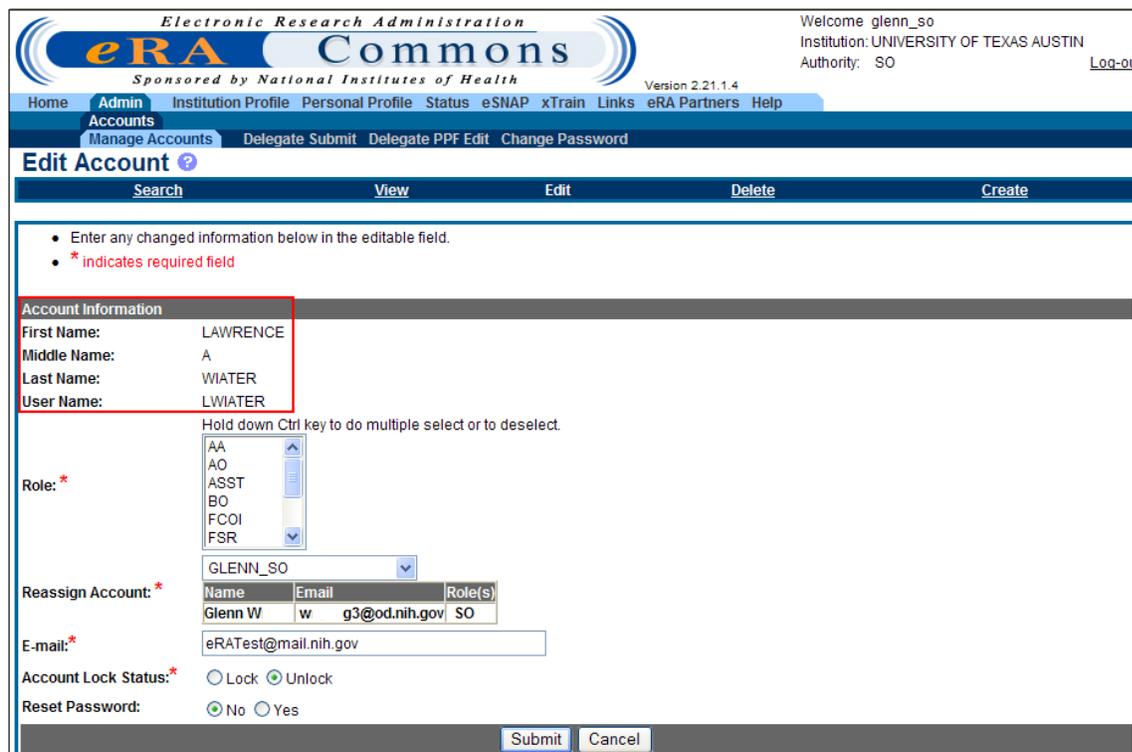


Figure 9: Edit Account Screen.

Afterwards, the *Action* flow follows existing functionality.

Enhancement to Search & Search Results Screen

After a Signing Official (SO) navigates to the **Accounts > Manage Accounts** tab, the system will display the new search screen. The *Account List* (search) screen has been enhanced to include an **Institution Search** option. This option has a default setting for searching within your own institution. If the SO wants to perform a search outside his or her Institution, they must provide at least two letters of a person's last name or provide a known user ID.

After the search is executed, the system will display the search results screen. The following figure shows the results of an internal institutional Business Official (BO) search.

The screenshot shows the eRA Commons interface. At the top, it says "Electronic Research Administration" and "eRA Commons Sponsored by National Institutes of Health". The user is logged in as "glenn_so" from the "UNIVERSITY OF TEXAS AUSTIN". The navigation menu includes "Home", "Admin", "Institution Profile", "Personal Profile", "Status", "eSNAP", "xTrain", "Links", "eRA Partners", and "Help". The "Accounts" section is active, with "Manage Accounts" selected. The "Account List" search criteria are shown, with "Role" set to "BO" and "Institution Search" checked. The search results table is as follows:

User Name	User ID	Email Address	Account Status	Role	Address	Institution	Action
Byrne, Jane	BYRNEBO	byrnej@mail.nih.gov	Active	BO		UNIVERSITY OF TEXAS AUSTIN	View Edit Delete
Lee, Anna-BO	LEEANN_BO	leea@od.nih.gov	Active	BO		UNIVERSITY OF TEXAS AUSTIN	View Edit Delete
Wang, Annie L	WANGANNBO	www@od.nih.gov	Active	BO		UNIVERSITY OF TEXAS AUSTIN	View Edit Delete
wang, mike s	MIKEWANG	wangw@od.nih.gov	Active	BO AA		UNIVERSITY OF TEXAS AUSTIN	View Edit Delete
Wang, Wesley C	WANGWESBO	www@od.nih.gov	Active	BO		UNIVERSITY OF TEXAS AUSTIN	View Edit Delete

Figure 10: Account List Search Results Screen.

New Trainee Role & Process

Prior to the April 2009 release, *Trainee* account creation and management could only be performed from the xTrain module. Now, an SO or other Commons user with Administrative roles can use the Commons *Create Account* screen to create or manage a *Trainee* account from the **Management Account** tab using a similar process as in the xTrain module.

Figure 11: Account List Screen - Create New Account.

The *Trainee* role will be visible in the *Create a New Account* screen in the dropdown box. The new Trainee account setup process will be similar to setting up the PI processing. It will include entering basic (required) account information and sending email to the Trainee with requests to verify prior NIH support.

Figure 12: Create New Account Screen.

Peer Review Re-engineering

New Scale and New Threshold for Priority Score

Under the old system functionality within Commons, if the Integrated Review Group (IRG) percentile scoring number was below 30 or the priority score was between 100 and 300 (Scale 100 - 500) and the percentile was null, the Just-in-Time (JIT) link was displayed in the *Status* search *hit list* screen for those applications that are being scored this way for 2009 or earlier, or for non-NIH applications.

If a Signing Official (SO) selects to submit a JIT, the JIT link will show up in the *Status Details* page at the upper right corner of the screen.

For the trigger to display the Commons JIT link in the *Status Search* screen, the Priority Score trigger was adjusted to 60 when the scale is '10 - 90'

The "Priority Score" label on the *Status Information* screen was also changed to "Impact/Priority Score". Please note the following figure.

Status Information		Other Relevant Documents		
General Grant Information		Latest NGA		
Status:	Application awarded.	Abstract (Awarded Grant)		
Institution Name:	OREGON HEALTH & SCIENCE UNIVERSITY	Additions for Review (0 documents)		
School Name:	SCHOOL OF MEDICINE			
School Category:	SCHOOLS OF MEDICINE			
Division Name:	NONE			
Department Name:	BEHAVIORAL NEUROSCIENCE			
PI Name:	CUNNINGHAM, CHRISTOPHER L			
Application ID:	3R37AA007702-12S1			
Proposal Title:	MODULATION OF ALCOHOL REINFORCEMENT			
Proposal Receipt Date:				
Last Status Update Date:				
Current Award Notice Date:	06/16/1999			
Application Source:	Paper			
Project Period Begin Date:	04/01/1998			
Project Period End Date:	03/31/2003			
Application Status:				
FOA:				
NIH Appl. ID:	6082608			
Status History		Institute or Center Assignment		
Effective Date	Status Message	Institute or Center	Assignment Date	
	Application awarded.	NATIONAL INSTITUTE ON ALCOHOL ABUSE AND ALCOHOLISM (Primary)	05/27/1999	
Application Information		Study Section	Advisory Council(AC) Information	
Award Document Number:	R1AA07702C	Scientific Review Group:	ZRG4 (01)	
FSR Accepted Code:	N	Council Meeting Date(YYYY/MM):	1999/00	
Snap Indicator Code:	Y			
Impact Priority Score:				
Percentile:				
Early Stage Investigator Eligible:	N			
New Investigator Eligible:	Y			
Reference Letter(s)				
This list shows Reference Letters associated with this particular Grant Application. Principal Investigator can see a list of all Reference Letters within Personal Profile - Reference Letters section on eRA Commons				
Contacts				
Administration		Name	Phone	Email
Program Official(PO)		WITT, ELLEN	(301) 443-4223	eRAStane@mail.nih.gov
Awards				
Direct Amount	Facilities And Administrative	Fee Amount	Total Amount	
\$8,506	\$4,168	\$0	\$12,674	
Close				

Figure 13: Status Information Screen Showing Impact/Priority Score Field.

Career Tracking

Add Post-Doc role

For purposes of career tracking, the new role of POSTDOC was added to the Role list within Commons. This Post-Doc role can be assigned to a person that is associated the Institutional grant. This role will have no rights to view or change anything in Commons. The Post-Doc role

will be used for tracking purposes only. This role will be assigned through the regular *Create New Account* creation process and can be combined with all other roles.

- This role will behave the same as the *ASST* role.
- The Post-Doc role will see the Early Stage Investigator (ESI) eligibility section on the *Profile > Degree/Residency* screen.

Electronic Research Administration
eRA Commons
Sponsored by National Institutes of Health

Welcome glenn_so
Institution: UNIVERSITY OF TEXAS AUSTIN
Authority: SO [Log-out](#)

Version 2.21.1.4

Home Admin Institution Profile Personal Profile Status eSNAP xTrain Links eRA Partners Help

Accounts
Manage Accounts Delegate Submit Delegate PPF Edit Change Password

Account List ?

Search Criteria

Role: Hold down Ctrl key to do multiple select or to deselect.

Account Status:

Institution Search: Search within your Institution

Name: Last First Middle

User ID:

Account Search Results

User Name	User ID	Email Address	Account Status	Role	Address	Institution	Action
No accounts available.							

Figure 14: Account List Screen Showing Post-Doc Role.

Null New Investigator Value on all 10/2009 Applications except R01 and DP2

Because the new Early Stage Investigator (ESI) functionality automatically calculates the *New Investigator Value* on an R01 or DP2 application, the self-reported **New Investigator** check box will no longer be considered during review, and will not have any relevance for applications other than R01 and DP2.

To eliminate self-reported data on the applications submitted for the 10/2009 Council Round before the above-referenced enhancement was implemented, a script will run daily within NIH that voids the *New Investigator Code* column value on all 10/2009 applications except R01 and DP2.

Fixes

Financial Conflict of Interest (FCOI) Fixes

A note was added to let the user know that an Attachment is optional after the initial save. This note can be content managed. The incorrect note read as follows:

This section is optional and will be available for PDF document upload after the initial save. Attachments are optional.

This message was corrected so that the actual page display now reads: *This section will be available for PDF document upload after the initial save. Attachments are optional.*

*Indicates required field

The new FCOI system is currently being piloted by Federal Demonstration Partnership (FDP) members submitting information to NIH only.

Notes:

- New FCOI Notification can be prepared and saved for further editing until 'Save and Submit' button is used to send to agency.
- Opportunity to provide Comments (up to 2000 characters) is available after clicking 'Save' or 'Save and Submit' button.
- To access FCOIs created previously use the 'Search' tab on the FCOI menu bar.

FCOI Form

Type	Activity	IC Code*	Serial Number*	Support Year*	Suffix Code	PD/PI or Contact PD/PI
<input type="text"/>						

Grant Number:

Last Name*	First Name*	Middle Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Name of Investigator with Conflict:

Sub-Recipient Report?*

No Yes

Sub-Recipient Institution Name

FCOI Action:*

This section will be available for PDF document upload after the initial save. Attachments are optional.

Upload PDF documents

File Name: Description:

Document Name	Description	Upload Date	Action

Figure 15: Optional Attachments Message, Save Screen.

Accounts Administrator (AA) Unable to See Trainee Role

When logged into the **Manage Accounts** tab, the Accounts Administrator (AA) can not select or search for the *Trainee* role because the *Trainee* search criteria were not in the Role dropdown box.

Now, the *Trainee* role appears in the **Search Criteria** dropdown box for the Accounts Administrator (AA) login authority.

The screenshot shows the eRA Commons interface. At the top, it says "Electronic Research Administration" and "eRA Commons". Below that, it says "Sponsored by National Institutes of Health" and "Version 2.21.1.12". The user is logged in as "glenn_aa" from "UNIVERSITY OF TEXAS AUSTIN". The "Accounts" tab is selected, and the "Account List" page is displayed. The "Search Criteria" section has a "Role" dropdown menu open, showing options: BO, FSR, PI, POSTDOC, SO, and TRAINEE. The "TRAINEE" option is circled in red. Other search criteria include "Account Status" (Active), "Institution Search" (checked), and "Name" (Last, First, Middle) and "User ID" fields. A "Search" button is visible. Below the search criteria, there is a table for "Account Search Results" with columns: User Name, User ID, Email Address, Account Status, Role, Address, Institution, and Action. The table is currently empty, showing "No accounts available." and a "Create New Account" button.

Figure 16: Account List – Trainee Roll Screen.