
Commons Version 2.24.01.0 xTrain, ESI, IPF, eSNAP, My BIB and NCAA Release Notes

New Features

IPF Enhancements

Assurances & Certifications

The following two new Assurances & Certifications were added to the Institutional Profile (IPF)

1. Graduate Student Training for Doctoral Degrees.
 - D43, TU2, T15, T32, T37, T90, U2R, U90, and U54/TL1 only

NOTE: This Certification will not be mandatory for eSNAPs.

2. Smoke-Free Workplace.

Lastly, a Content Managed link was added to the *Assurances and Certifications* screen that leads to a document that would explain all assurances and certifications:

http://grants.nih.gov/grants/funding/phs398/phs398.doc#_Toc238447714

eSNAP Enhancements

Changes and Additions to eSNAP Screens

The following changes were made to the Edit Business screen:

1. All titles of fields were changed from Senior/Key Personnel to All Personnel.
2. A field called *Supplement Support* was added with a drop down menu providing these four optional choices:
 - a. Supported by Reentry Supplement
 - b. Supported by Diversity Supplement
 - c. Supported by ARRA General Supplement
 - d. Supported by ARRA Summer Experience Supplement

3. The Project Role field is now a drop-down menu and is a required field. This drop-down menu will contain the following options:
 - Co-Investigator
 - Faculty Collaborator
 - Staff Scientist (doctoral level)
 - Postdoctoral Scholar, Fellow, or Other Postdoctoral Position
 - Graduate Research Assistant
 - Undergraduate Research Assistant
 - Research Assistant/Coordinator
 - Technician
 - Consultant
 - Other (Project Role) - Specify via text entry
4. An optional field was added for the month and year of birth (MM/YY).
5. A field was added for the Commons ID – this is a required field if the Project Role is for a Postdoctoral Scholar, Fellowship, or Other Postdoctoral Position.

Personnel Form

Commons User ID:

First Name* Middle Name Last Name*

Last 4 digits of Social Security Number: 000-00- DOB (MM/YY):

Degree(s): Project Role* Supplement Support (if applicable): Months Devoted to Project*

Other (Project Role):

Name	Degree(s)	Role	Supplement Support	Months Devoted to Project Calendar Academic Summer	Action
LAIMINS, Laimonis A.	PHD, MS, BS	PO/FI			Edit

This section has not been designated as complete

Figure 1: Edit Business – All Personnel List Screen

ESNAP Report		DRAFT	
Senior/Key Personnel Report			
Program Director/Principal Investigator:		Grant Number	
Laimonis A LAIMINS		5R37CA74202-13	
Name: Laimonis A LAIMINS	Commons ID: 65811929 9421750	SSN: 4532	Degree(s) Name: PHD, MS, BS
Role on Project:	Supplement Support:	DoB:	Months Devoted to Project
PD/PI		3 03 03 03	Cal Acad Sum 1.2
Name: Laimonis A LAIMINS	Commons ID: 65811929 9421750	SSN: 4532	Degree(s) Name: PHD, MS, BS
Role on Project:	Supplement Support:	DoB:	Months Devoted to Project
PD/PI		3 03 03 03	Cal Acad Sum 1.2
Name: Laimonis A LAIMINS	Commons ID: 65811929 9421750	SSN: 4532	Degree(s) Name: PHD, MS, BS
Role on Project:	Supplement Support:	DoB:	Months Devoted to Project
PD/PI		3 03 03 03	Cal Acad Sum 1.2
Name: Laimonis A LAIMINS	Commons ID: 65811929 9421750	SSN: 4532	Degree(s) Name: PHD, MS, BS
Role on Project:	Supplement Support:	DoB:	Months Devoted to Project
PD/PI		3 03 03 03	Cal Acad Sum 1.2

Figure 2: eSNAP Senior/Key Person Report

6. Text was modified for the Edit Business - *SNAP and Other Progress Report Questions & Checklist screen - Question # 1*

The new text reads as follows:

*Specific information is to be provided only if active support has changed. If a previously active grant has terminated, and/or if a previously pending grant is now active, submit complete **Other Support** information using the suggested format and instructions found in the PHS 398 applications (<http://grants.nih.gov/grants/funding/phs398/phs398.html>). Annotate this information so it is clear what has changed from the previous submission. Submission of other support information is not necessary if support is pending or for changes in the level of effort for active support reported previously.*

Other support information should be submitted only for the PD/PI and for those individuals considered by the PD/PI to be key to the project. Senior/key personnel are defined as individuals who contribute in a substantive measurable way to the scientific development or execution of the project, whether or not a salary is requested. Do not routinely include Other Support information for "Other Significant Contributors"; e.g., those that may contribute to the scientific development or execution of the project, but are not committing any specified measurable effort to the project. However, if the level of involvement for an individual previously listed in this category has changed such that they are now considered "senior/key personnel", this change should be indicated in this section and Other Support information submitted.

Changes to eSNAP Report Screens and PDF

The following changes were implemented to the Edit Business, eSNAP and Other Progress Report Questions and Checklist tab.

- New Question, *Change in human embryonic stem cell (hESC) line(s) used* was added with **No** and **Yes** radio buttons

If the user selects **Yes**, justification is required and will show up in the eSNAP report.

eSNAP - Help File Supplement Support - All Personnel Screen

A question mark (●) and associated *Content Managed* text was added to the Supplement Support drop-down:

Types of Supplement Support

Diversity Supplement - An administrative supplement to improve the diversity of the research workforce by supporting a student, post-doctorate, or eligible investigator from a group that has been shown to be underrepresented.

Reentry Supplement - An administrative supplement to support a doctoral-trained individual with high potential to re-enter an active research career after an interruption due to family responsibilities or other qualifying event.

ARRA General Supplement - An administrative supplement or competitive revision awarded under the Recovery Act to accelerate the tempo of scientific research. Individuals specifically supported by an ARRA supplement or competitive revision, should select this category, including diversity or reentry supplements supported by ARRA funds.

ARRA Summer Experience Supplement - An administrative supplement granted under the American Recovery and Reinvestment Act to support a summer research experience for a student or science educator.

508 Compliance Changes for Commons

A number of Section 508 Compliance changes were made to the Financial Status Report (FSR), Institution Profile (IPF), *Status* screen(s) and other sections of the eRA Commons system.

Text Changes

Due to changes in eRA policy, a number of Content Managed screens were modified.

Notes and Tips Text

The following text was added to the eSNAP *Edit Business - All Personnel List* screen:

- *List all personnel (salaried and unsalaried) who participate in the project for at least one-person-month or longer, for the current budget period at the applicant organization or elsewhere. The commons ID is required for all PD/PIs and all individuals with a postdoctoral role.*
- *All users with a postdoctoral-like role should select "Postdoctoral Scholar, Fellow, or Other Postdoctoral Position" from the dropdown list of project roles.*
- *The Commons ID is required for all individuals with a postdoctoral role.*
- *If you know an individual's Commons User ID, use the "Repopulate" feature.*

These modifications were made to reflect recent policy decisions regarding the use of termination notices for institutional career development and other non-NRSA awards.

The following text was changed in the Personal Profile *Add Degree - Earned or in Progress* screen:

If you have questions regarding Terminal Research Degrees, follow this link:

http://grants.nih.gov/grants/new_investigators/investigator_policies_faqs.htm#q4b

The following text replaced all previous text on the Personal Profile *List of Degrees* screen:

- *Include all degrees completed or in progress*
- *In addition to reporting, degree information is sometimes used to validate application information or populate system forms*
- *Current information is critical as it can determine eligibility for certain types of appointments/awards and can affect stipend level for Trainees*
- *Enter your most recent Residency Information*

If you have questions regarding ESI Eligibility Information, follow this link:

http://grants1.nih.gov/grants/new_investigators/index.htm#defearlystage

If you have questions regarding the Terminal Research Degree, follow this link:

http://grants.nih.gov/grants/new_investigators/investigator_policies_faqs.htm#q4b

The following text was added to the xTrain *Trainee Roster* screen:

Termination notices should not be used for K12, KL2s unless specifically instructed to do so by the NIH awarding IC. If an appointment ends early, the PD/PI should document the new end date by submitting an amended appointment form.

The following text was added to the IPF *Assurances and Certification* screen:

Please follow this link for the explanation of Assurances and Certifications:

http://grants.nih.gov/grants/funding/phs398/phs398.doc#_Toc238447714

The entire U.S. Department of Health and Human Services, Public Health Service, Grant Application (PHS 398) document can be found at the following location:

<http://grants.nih.gov/grants/funding/phs398/phs398.doc>

American Recovery and Reinvestment Act (ARRA) Enhancements

Commons - Closeout & GCM to Accommodate Separate Closeout of ARRA T-3 Records

Both the Grants Closeout Module (GCM) and the Commons Closeout Module were modified to accommodate separate closeout of ARRA T-3 records. Most ARRA records, including T-3s will be extended before they are closed.

Commons - MyBibliography Enhancements

PPF - MyBibliography - New Process for Managing Publications

The system will now pull all bibliography records directly from the National Library of Medicine (NLM) using the web service.

The system will also provide the user with the option to view any publication by selecting the **Citation ID** hyperlink. Additionally, the user will continue to have the ability to edit and or delete PD/PI entered publications.

Valid NIMSID	Citation Source	Citation ID	Citation Text	Grant #	Action
	MYNCBI	162	Authors: Kirk JT Title: Warp drive in the Nutshell Type: book	P41 RR001348-230086	
	MYNCBI	168	Authors: Spok Title: Red Matter Type: patent	P41 RR001348-230086	
	MYNCBI	169	Authors: Potter H Title: Voldemort returns Type: meeting	P41 RR001348-230086	
	MYNCBI	170	Authors: Potter H Title: How did it come that Voldemort returns Type: presentation	P41 RR001348-230086	
	MYNCBI	171	Authors: Someone E Title: something else Type: other	P41 RR001348-230086	
Yes	NHMS	22829	Info: some info about something else Authors: Chowdhury P, Wang H, Lavender S, Buragan MR, Klemke JN, Tang J, Saven JO, Cooperman BS, Oai F Title: Fluorescence correlation spectroscopic study of serpin depolymerization by computationally designed peptides. Date: 06/01/2007 Type: reference	P41 RR001348-230085	
Yes	NHMS	32581	Authors: Origiadou C, Marz S, Pan D, Ouarez CO, Cooperman BS Title: The translational fidelity function of F3 during transition from the 30 S initiation complex to the 70 S initiation complex. Date: 10/26/2007	R01 GM080376-02	
	PD/PI Entered	PMID: 18591873	Walker SE, Shoji S, Pan D, Cooperman BS, Fredrick K Role of hybrid tRNA-binding states in ribosomal translocation.		Edit Delete
	PD/PI Entered	PMID: 18713011	Stasoulou R, Wang Y, Dempsey OT, Khudarevalli R, Nielsen KM, Cooperman BS, Goldman YE, Krusden CR Fast in vitro translation in surface via specific bidirectional of the ribosome.		Edit Delete
	PD/PI Entered	PMID: 18755841	Zhang CM, Liu C, Christian T, Gampfer H, Rozanski J, Pan D, Randolph JB, Wickstrom E, Cooperman BS, Hou YM Pyrolo-C as a molec conformations of the tRNA 3' end.		Edit Delete
	PD/PI Entered		test		Edit Delete
	MYNCBI	164	Authors: Spok, Kirk, James T Title: How to travel in time using custom made black holes Type: journal	R01 GM080376-02	

Figure 3: List of Publications – Citation ID Hyperlink

eSNAP - MyBibliography - Integration of the New MyBibliography Process with eSNAP

The following MyBibliography changes were made to eSNAP.

- The system will now display all publications from the MyBibliography system on the eSNAP *My Publications* screen and eSNAP Report

Additionally, the system will maintain the following functionality:

- The system will have a mechanism to add publications to a grant

Upload Science

Indicates required field

Name: COOPERMAN, BARRY S. (Contact); GOLDMAN, YALE E Grant Number: SR010M090376-02
 Grantee Institution: UNIVERSITY OF PENNSYLVANIA

Files	File Name	Date Created	Status	
Progress Report File:			NOT UPLOADED	Import
Research Accomplishments File:			NOT UPLOADED	Import
Other File:			NOT UPLOADED	Import

Publication Information

Citation ID:

Citation Text:

Save & New

NIH Manuscript Submission System Status: AVAILABLE

Publications

Valid	Associate with this eSNAP	Citation Source	Citation ID	Citation Text
<input type="checkbox"/>	<input type="checkbox"/>	PDPI Entered	19118261	Pan D, Qin H, Cooperman BS Synthesis and functional activity of tRNAs labeled with fluorescent hydrazides in the D-loop.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PDPI Entered	2222	Test to verify that this function works correctly.
<input type="checkbox"/>	<input type="checkbox"/>	PDPI Entered	PMID: 17652134	Betaridge T, Liu H, Oamper H, Kirilov S, Cooperman BS, Hoo YM Fluorescent labeling of tRNAs for dynamics experiments.
<input type="checkbox"/>	<input type="checkbox"/>	PubMed Central	18687461	Type: reference
<input type="checkbox"/>	<input type="checkbox"/>	PubMed Central	19017377	Authors: Ooms O Title: Shifting paradigms: how the fight for 'universal access to AIDS treatment and prevention' supports achieving 'comprehensive primary health care for all'. Date: 11/19/2008
<input type="checkbox"/>	<input type="checkbox"/>	PubMed Central	19239516	Type: reference Authors: Yakam JC, Oru?mais ME Title: Involving new actors to achieve ART scaling-up: difficulties in an HIV/AIDS counselling and testing centre in Cameroon. Date: 03/01/2009

Save Back View all PDF/PIs Citations

Figure 4: Upload Science – Associate Publication with eSNAP

Early Stage Investigator (ESI) Enhancements

ESI - Identify the 'Terminal Research Degree' on the Person Degree Page

The system will now present the user with the identifier for the Terminal Research Degree on the *Person Degree* page. Additionally, a capability to mark one of the degrees in the PPF as the Terminal degree has been added.

NOTE: Ten (10) years of ESI eligibility will be calculated based on the Terminal Research Degree, even if it is not the latest.

Please note the following figures. Figure 5 shows the *List of Degrees* screen with the *Terminal Research Degree* column.

Figure 5: List of Degrees Screen

The next figure shows the *Add Degrees – Earned or in Progress* screen with the *Is this your Terminal Research Degree* **Check** box.

Figure 6: Add Degrees – Earned or in Progress Screen

ESI – Setting the Initial Terminal Research Degree

For the initial Stage of Terminal Research Degree implementation, the system will locate the latest degree in every profile and mark it as *Terminal*. This enhancement will set the Terminal Research Degree within the system automatically. This initial set of the Terminal Research Degree will be done for all users, not just those that get ESI Eligibility calculated. Once the latest

degree is marked, all other degrees in the profile will be marked *Not Terminal*. If there is only one degree in a profile, it will be marked *Terminal* even if there is no date, and the system will ignore profiles with no degrees recorded.

NOTE: Once the Terminal Research degree has been assigned, the system will not recalculate the ESI end date.

Fixes

Commons Fixes

Multiple PI Status Information - Application Entered Into Computer Displays Multiple Times

When a user accessed the *Status Information* screen under the Commons **Status** tab for Recent and Pending applications, the General Grant Information – Status would display *Application entered into system* three times.

The screenshot shows the 'Status Information' screen. The 'General Grant Information' section contains a 'Status:' field with the text 'Application entered into system' repeated three times. The first instance is circled in red. To the right, there is a section for 'Other Relevant Documents' with links to 'e-Application', 'Appendix 1-appendix-1', 'eSubmission Cover Letter', and 'Additions for Review (0 documents)'. Below this is a table with columns for 'Status History', 'Institute or Center Assignment', 'Effective Date', 'Status Message', 'Institute or Center', and 'Assignment Date'. The table contains application information such as 'Award Document Number', 'FSR Accepted Code', 'Snap Indicator Code', 'Impact/Priority Score', and 'Percentile'.

Figure 7: Status Information Screen

Resolution

This duplication of displayed information was corrected in the October release.

xTrain Fixes

System Giving Overlapping Appointment Error and Displaying All Previous Amendments when Amending an Amendment

Previously, when amending an amendment, the system would display an overlapping appointment error and would show all previous amendments. This issue had two parts associated with it.

1. The overlapping appointment error displays while trying to amend an accepted amendment.
2. The amendment record appears on the *Trainee Roster* screen if the follow-up amendment to the previous amendment is accepted.

Resolution

When amending an amendment, the system allows users to create amendments without displaying the overlapping appointment error. Additionally, the system only displays the latest accepted amendment record on the *Trainee Roster* screen.

xTrain Additional Scenario when Reappointment Link Should Disappear

The **Re-Appoint 2271** link should disappear as soon as a reappointment has been created for any future year. Currently, if the user selects any future year other than the next immediate future year, the **Re-Appoint 2271** link stays visible.

Resolution

The system was fixed to hide the **Re-Appoint 2271** link as soon as a reappointment has been created for any future year and not just the immediate future year.

2T32DK007568-16A1 (Budget Period: 07/01/2006-06/30/2007) Create New Appointment														
Fox, Daniel	Amendment	2006	09/16/2006	09/30/2006	09/30/2006	Yes	PRE-DOC	Accepted	Electronic	In Progress PI	Electronic	2271: AGENCY TN: DIEHL,ANNA MAE Elizabeth	View 2271 View TN	- Amend 2271 - Process TN - 2271 Form
Fox, Daniel	Amendment	2006	09/01/2006	09/15/2006	09/30/2006	Yes	PRE-DOC	Accepted	Electronic	In Progress PI	Electronic	2271: AGENCY TN: DIEHL,ANNA MAE Elizabeth	View 2271 View TN	- Amend 2271 - Process TN - 2271 Form
Gellad, Ziad		2006	07/01/2006	06/30/2007	06/30/2008	Yes	POST-DOC	Terminated	Paper	Accepted	Electronic	TN: AGENCY	View 2271 View TN View Payback	- Amend 2271 - Re-Appoint 2271 - Initiate TN
Hampton, Daniel D		2006	06/30/2007	06/29/2008		Yes	POST-DOC	Accepted	Paper				View 2271 View Payback	- Amend 2271 - Re-Appoint 2271 - Initiate TN
Hampton, Daniel D	Amendment	2006	06/30/2007	07/29/2007		Yes	POST-DOC	In-Progress PI	Electronic			2271: DIEHL,ANNA MAE Elizabeth	View 2271 View Payback	- Process 2271
Moylan, Cynthia A		2006	07/01/2006	06/30/2007		Yes	POST-DOC	Accepted	Paper				View 2271 View Payback	- Amend 2271 - Initiate TN
Tretyak, Alina	New	2006	07/01/2006	07/31/2006	08/01/2009	Yes	PRE-DOC	Accepted	Electronic	In Progress BO	Electronic	2271: AGENCY TN: Tretyak,Alina	View 2271 View TN	- Amend 2271 - 2271 Form - Term Notice

Figure 8: Trainee Roster Screen with Re-Appoint 2271 Link

The **Re-Appoint 2271** link (see above image) should disappear after the re-appointment is created for the year other than the next immediate future year. See figure 9.

Grant or Supplement Available for Re-Appointment

Please select a grant or a supplement number for re-appointment

Select a grant for re-appointment

* To (MM/DD/YYYY)

Figure 9: Grant Re-Appointment Budget Period Dropdown

System Looks at the Original Appointment End Date and Not at the Termination Date

Previously, when an appointment was terminated early, and the PD/PI tried to create a new appointment for the same trainee, the system would display an overlapping appointment error message even if the dates of the new appointment did not overlap with the terminated one. This occurred because the system did not look at the Termination Date but instead looked at the original Appointment End Date.

Resolution

The system was modified to look at the Termination Date and not the original appointment End Date.

eSNAP Fixes

Edit Business - Key Personnel Validation Error

Before the October release, the user would get a validation error when either clicking on the **Validate** button or the **Submit** button, indicating that the value for calendar/summer/academic months must be greater than zero. However, when the user navigated to the *Key Personnel* screen, the data clearly showed all the values to be greater than zero.

NOTE: The values displayed on the *Key Personnel* screen for the PI were different from the values being used for the validation.

Resolution

The applications have been updated to make the display and validation of values for PIs consistent.

Edit Business, Project Performance Sites, Content Managed Text Entered Twice

Previously, the help/notes text on the upper portion of the screen was appearing twice on the *Edit Business - Project Performance Site List* screen. Please note the following example image.

Home Admin Institution Profile Personal Profile Status eSNAP Internet Assisted Review xTrain Links eRA Partners Help
Grant List Manage eSNAP Upload Science Edit Business
Org Info Project Performance Sites All Personnel Research Subject SNAP and Other Progress Report Questions & Checklist Inclusion Enrollment

Edit Business - Project/Performance Site List

Effective August 2008, Address line 3 and 4 will no longer be displayed on the eSNAP report and Grant Progress report. Please ensure all relevant data is contained within Address line 1 and 2.

Effective August 2008, Address line 3 and 4 will no longer be displayed on the eSNAP report and Grant Progress report. Please ensure all relevant data is contained within Address line 1 and 2.

*Indicates required field

Project/Performance Sites Form

Name *	DUNS or DUNS - 4 *	Country *	Primary Project/Performance Site <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	UNITED STATES	
Address line 1	Address line 2	Address line 3	Address line 4
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
City *	State *	Zip Code *	Congressional Districts *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
County	Province		
<input type="text"/>	<input type="text"/>		

Save & New

Figure 10: Edit Business - Project Performance Site List Screen

Resolution

This duplication of text was corrected so that the message only appears once.

NCAA Fixes

Page Not Found for Maintain Authentication Screen

Previously, when a user logged into Commons with an NIH Central Accounts Administrator (NCAA) account and clicked on **Maintain Authentication** under the Admin tab, he/she would get a *Page Not Found* error.

Resolution

The system was modified to work properly and not generate the error.

508 Compliance Fixes

No Labels for the Radio Buttons in the CAS Information or Edit FSR Page

Section 508 of the Rehabilitation Act makes products accessible to people with disabilities, including those with vision, hearing, and mobility impairments. Central Accounting System (CAS) Information created dynamically shows up under the CAS Information section. Previously, each time a CAS record was created, there was a radio button associated with the record that had information associated with it that was not 508 Compliant. The radio button needed to have an explicit label associated with it that was 508 Compliant.

Resolution

Explicit labels were added to the radio buttons to make them compliant with Section 508 standards. The *Edit FSR* page was also made 508 Compliant.

Page Not Found for PI Delegate Status

When a user previously logged into Commons with the PI role, selected the **Admin** tab and subsequently clicked on the **Delegate Status** link, a *500 Internal Server Error* would display.

Resolution

This issue has been corrected for the October release.