



## eRA Commons Working Group (CWG) Meeting Agenda

### Meeting Details:

**Friday, September 07, 2018**

**12:30-2:00 p.m.**

Room: **2<sup>nd</sup> Floor, Yellowstone Parks Boardroom**

Hyatt Regency Washington

400 New Jersey Ave, NW

Washington, DC 20001

[Map and Directions](#)

[Floor Plan](#)

### Agenda Items:

#### 1. Age Data Pilot

#### 2. Background and Rationale

- Part of the Inclusion Across the Life Span policy initiative
  - Policy requires individual-level participant data, including age at enrollment
- Data will be required for the first RPPRs for all applications submitted on and after January 25, 2019
- Will replace the Inclusion Enrollment report for the RPPR

#### 3. Seeking volunteers to provide feedback on user experience

- Feature allowing csv file upload is available now, just not required
- Would like feedback on quality of instructions, ease of use
- Feedback is available via an online survey, from now until December 14, 2018
  - Survey link: <https://www.surveymonkey.com/r/NIHAgeDataPilot>
  - The survey only consists of 8 questions
- Would like CWG participating institutions to reach out to PI's and ask them to use the data upload feature and then complete the survey
  - a template is currently available in the Inclusion section of ASSIST
  - Additional comments can be sent to [inclusion@od.nih.gov](mailto:inclusion@od.nih.gov)
  - What works, what challenges did they have
- This also a good opportunity to test to see if institutional databases can provide the required data easily for the time when the data is required

#### 4. Human Subject System (HSS) Web Services

- Creating a web service for ICs to submit batch HSS data
- Will be adding validation integration to the system to ensure that all required information is available
- Would permit S2S users to connect to HSS data via the web service
  - Once eRA has created the webservice, information will be sent to the S2S listserv

#### 5. Institutional Notifications

- Any need for additional email address fields in the Institutional Profile (IPF) for specific types of events (i.e. post award/HSS communications to SOs)?
  - Similar to the existing Notice of Award, Closeout, and FCOI email fields on the IPF
- This is a result of the HSS communications going to all the SOs at an institution
- Looking to change process
  - Send to AOR of the application,
  - Or the SO on the RPPR,

- Or the contact address on the IPF
- Yes – the addition of email addresses is good approach
- Helps with personnel turn-over scenarios
- Shared mailbox provided distributed responsibility
- But only the SO can submit HSS reports, currently
- With HSS it is not just the RPPR when data is changed or updated
  - Delegation for HSS submission to be released in December (tentative)
- Yuri Gorbach to compile a list of post-award actions/activities that might benefit from a dedicated email address in the IPF
- Group can then provide opinions on which ones should be implemented

## 6. eRA Commons Update

- A lot of security issues have been addressed, based on audits
- Plan is to move the eRA Commons systems to the cloud as a pilot, but end users should not experience any changes
- Delegations for RPPR the same now across all three types (annual, final, and interim)
- Decimals now allowed in the level of effort fields
- FDA and VA will be transitioning to use the Commons' closeout functionality

## 7. Signing Official Status Screen Update

- Results of the focus group input (See mock-ups on next page)
- Form will have a basic search that can expanded to include more detailed information
- Search could be broken down by business process (i.e. Progress Report Status, No Cost Extension, Just in Time, etc.)
- To a wireframe mock-up of the Status screen, go to:
  - <https://era.nih.gov/status-so/status.html>  
(the wireframe shows how the screen will look and behave, but is not actively connected to any database)
- What else do you need or don't need?
  - Don't need a date requirement, which has already been removed
  - So what is due, provided a date/time option ("Show me everything that is due in the next 90 days")
  - Include an HSS search option
- If you want to join the focus group, or just provide feedback, contact Scarlett Gibb ([Scarlett.Gibb@nih.gov](mailto:Scarlett.Gibb@nih.gov))

## 8. Improvements to User Acceptance Test Environment and New Refresh Schedule


- Refresh of the UAT database is coming (mid-November) to better reflect production environment
- Existing data will be overwritten, lost
- User accounts will be maintained
- What is not known at the present time is what will happen to created (not real) institutions/departments, etc.
  - We will find out the fate of created institutions/departments with the refresh and report back to the group

## 9. General Discussion/Wrap-up


- Trending: IC Notices for Special Topics using PAs (Program Announcements)
  - These seem to be on the increase, using PAs when there are also Parent Announcements to do the same thing
  - ICs will use a variety of activity codes
  - No difference in review process
  - What are concerns about this practice, if any?
    - Assumption that ICs have special funding for these PAs, thus a better chance of getting funded (which is not the case)
    - Assumption that there will less competition applying to a PA because it is a narrower focus
    - Submission of the same research proposal to multiple opportunities
  - NIH should remove the "extra" FOAs that are asking for the same thing

- Could add a link on the Parent FOA to the IC's website for special interests
- FYI: New version 2 of the Grants.gov header is coming in October
- Need improved Application Guide with guidance on references
- Confusion about references in the HSS narrative and application references. Does the first count against page limits for the second?

## Mock-ups of the new Signing Official Status Screen:




Electronic Research Administration  
A program of the National Institutes of Health



### Status


**Search Criteria**

PI Last Name	PI First Name	Grant Number 
<input type="text"/>	<input type="text"/>	Type Activity IC Serial# Year Suffix
Application Status	Grants.gov Tracking Number	
<input type="text"/>	<input type="text"/>	


- Progress Report Status
- Federal Financial Report (FFR)
- Closeout
- Just in Time (JIT)
- No Cost Extension (NCE)
- Admin Supplements
- Relinquishing Statements

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## Progress Report Expanded




Electronic Research Administration  
A program of the National Institutes of Health



### Status

**Search Criteria**

PI Last Name	PI First Name	Grant Number 
<input type="text"/>	<input type="text"/>	Type Activity IC Serial# Year Suffix
Application Status	Grants.gov Tracking Number	
<input type="text"/>	<input type="text"/>	

- Progress Report Status**  
  Annual RPPR  Final RPPR  Interim RPPR  Multi-Year RPPR
- Federal Financial Report (FFR)
- Closeout
- Just in Time (JIT)
- No Cost Extension (NCE)
- Admin Supplements
- Relinquishing Statements