# eRA Commons Working Group (CWG) Meeting Notes

## Meeting Details:

January 13, 2012
1-3 p.m.
Washington Court Hotel
Room: Springwood Hall
525 New Jersey Ave, NW
Washington, DC 20001
202.628.2100

## Agenda Items:

### 1. Changes to Financial Conflict of Interest (FCOI)
Update on FCOI process
- ➢ Changes are a response to new federal regulations. Compliance requirement will go into effect August 24, 2012 (or as soon as institutions have new policies in place).
- ➢ New system gathers more information about the conflict and defines the financial value of the conflict.
- ➢ FCOIs will be reported annually.
- ➢ Conflicts can revised mid-year if needed – intended for information about a conflict that should have been originally reported but was missed for some reason. New conflicts that occur or resolve themselves mid-year will be reported at end of year.

#### Action Items:
- OER will provide informational emails and webinars once system is in place
- Scarlett Gibb to send out system requirements to CWG
- CWG suggested Emails should go to FCOI signing official, Institutional Official (SO, and/or AO)
- If group has questions or concerns, please contact Scarlett Gibb.

### 2. xTrain Issues: Quick Q&A about Term Notices
Discussion around fellowship termination notices
- ➢ Emails being sent to "everyone" – Scarlett confirmed this was a bug that has been resolved
- ➢ Other issue: termination of a fellow in year 1 that has already been awarded a fellowship for year 2 – this was an unusual scenario, rarely seen
- ➢ Role Issue – sponsor does not have the correct role assigned in Commons
- ➢ Name Issue – If name on the award and person being assigned the role mismatched. If they don't match exactly, the system cannot make the link between the two

**Action Items:**
- Suggestion from CWG – NIH should consider using commons ID for sponsor role since ID has to be unique
- Grantees (even CWGers) should always contact Help Desk open a ticket when these issue arise. This allows the issue to be documented, tracked and escalated if necessary.
- Next CWG Meeting – eRA should bring a Help Desk representative so concerns can be shared and addressed with group
- eRA Communications will develop Nexus article addressing name matching issue since it will take time to resolve
- Scarlett Gibb will send out Help Desk Escalation process to CWG so they have steps in hand if responses are not satisfactory.

## 3. Project Status Reports from Policy Staff

*Changes of Institution (Type 7s)*
- Open pilot scheduled for April
- Relinquishing statement from the old institution via eRA Commons
  - There will be error checking to make sure the amount of money being released is only from that year (the most common error made with T7s)
  - Dropping Financial Officer Signature
  - Dropping estimated move date for PI
- Old institution would like to be able to submit Final Invention Statement at the same time as Relinquishing Statement
- T7 application will come from new institution via Grants.gov

**Action Items:**
- Sheri Cummins to send screen shots on process to CWG
- Sheri Cummins to determine how this can be tested by users on Ext-UAT
- eRA Communications to develop FAQ page to include guided steps on the process

*RPPR Update*
- Research Performance Progress Report is a federally mandated change in the way grantees report their research progress to Agencies funding research and research-related activities.
- Limited pilot for most SNAP awards in April release
- Thank you to the six institutions that have volunteered to participate in the pilot
- If limited pilot successful, may expand to all FDP organizations in July
- Full implementation may be split between SNAP and non-SNAP awards

**Action Items:**
- Which would group prefer:
  A. Budget information pre-populated with existing budget information from grant, then modified as needed
     Or
  B. Budget information left completely blank and data is filled in as needed

- Option suggested for eRA consideration:
  Have a check box at the start of the budget section that lets user choose prepopulated (A above) or blank (B above)

- CWG participants should contact Emily with thoughts/concerns

*No Cost Extension Module Changes*
- ➢ OMB has mandated that all ARRA awards must be fully expended by September 30, 2013.  No waivers have been requested by NIH though a small number may be requested in the future.
- ➢ The new policy affects a relatively small number of awards and those affected will be contacted by the awarding IC.
- ➢ Some grants may currently be scheduled to end before September 30, 2013 but would normally be able to initiate a no-cost extension beyond that date. To comply with the new policy, awards are being modified limiting ARRA no-cost extensions so they don't extend beyond that date.
- ➢ The Commons NCE module is being modified so project periods may not be automatically extended past September 30, 2013.  Requests for longer project periods must be submitted to the awarding IC for prior approval.

*Pilot of Non-Competing Administrative Supplement (Type 3s) eSubmission System*
- ➢ Open pilot starts February 1, 2012 with publication of Admin Supp FOAs.
- ➢ New system will accept Admin. Supplement requests submitted via Grants.gov or within eRA Commons.
- ➢ ICs will consider any electronic request that would normally be considered, but will not consider any they normally would not (such as activity codes they don't supplement, or requests outside their area of programmatic/scientific interest).
- ➢ System-to-System users are encouraged to submit through Grants.gov. Users without System-to-System capability are encouraged to use the eRA Commons submission module.
- ➢ Eventual goal is to have all T3 use electronic submission but it is not mandatory yet.  For now, old system/procedures still work.
- ➢ NIH encourages CWG members to test both system use so CWG can review/discuss at May CWG meeting.
- ➢ In the eRA Commons, a new "Admin Supp" tab is being created showing all grants that are potentially eligible for an administrative supplement, but that does not necessarily mean a request will be considered or will be awarded: Check with IC/PO for information on potential for an award
- ➢ This process will not utilize modular budget principles...all requests must be submitted using detailed budget forms.
- ➢ For grants.gov submissions, subawards will be processed the same way as now – use subaward budget pages as usual.

**Action Item:**
- eRA Communications to send slides from presentation to CWG

## 4. Adding Organizational Components to Institutional Profiles
- ➢ During the last Tech-refresh, the ability to add organizational components to institutional profiles was lost
- ➢ It is understood that this is a functionality people want
- ➢ To reinstate this functionality is not as simple as it would seem
- ➢ Needs to go into a development cycle
- ➢ Work around is to call Help Desk, open a ticket to have Data Quality make the change on the profile

**Action Items:**
- Scarlett Gibb will ensure Help Desk personnel get updated on steps/procedures
- Users need to call Help Desk so requests can be documented for justification to add this to the development cycle

## 5. Commons Usability: Update to Personnel Profile Interface
- Scarlett Gibb is seeking people to help test Commons usability for the Personnel Profile interface.
- She needs help finding old PIs (people who are familiar with the system, not aged people), new PIs (people new to the system) and Trainees
- Please send recommendations to Scarlett

## 6. General Discussion

Help Desk concerns: People being referred to just FAQ page, being told issue is resolved when it is not

**Action Item:**
- Have a Help Desk representative at next CWG Meeting

Log in issues: People having difficulty if passwords fail

**Action Items:**
- Demo for Log in procedures: What to do when it goes wrong
- Make "Forgot Password" link more noticeable (bold?)
- Put "Forgot Password" link on error message window
- Make password requirements more noticeable
- Change "Forgot Password" to "Change Password" or "Reset Password"
- Communication needed to remind people that most password will expire February 15, 2012

Issue in EXT-UAT environment: People getting email notifications from test environment, creates confusion

➢ When new EXT-UAT environment set up, all email addresses get scrubbed from database, however, as users test applications, database gets those email addresses.  Over time, EXT-UAT has many email addresses
➢ EXT-UAT limited, does not have all the modules, but not all modules can be mirrored in the test environment

**Action Items:**
- Refresh data on EXT-UAT on regular basis
- Modify subject line on all EXT-UAT email notifications
- Explore ways of bringing additional functionality to EXT-UAT