
eRA Commons Version 3.22

Release Notes

New Features

Commons General

Rebranding of eRA Commons Help Desk

The eRA Commons Help Desk has been rebranded as the *eRA Service Desk*, and Commons users may notice this change on screens, email notifications, web pages, and other resources.

The new name reflects the team's expansion to support ASSIST and other eRA services. The eRA Service Desk will continue to provide high-quality support for eRA Commons and its modules.

Closeout

New Final Invention Statement Notification(s)

Institutions will now receive email notification alerting them that Final Invention Statements (FIS) are ready for acceptance by an SO and submission to agency.

Two potential notification types exist. Commons will send an initial email after a PI or SO has uploaded an FIS and it is in a status of *Awaiting SO Verification*. If after 10 days the SO has not submitted the FIS to agency, Commons will send a follow-up reminder email.

The following parties are included on the notifications:

- PI who created the FIS
- Closeout Correspondence Email address as captured in the Institution Profile (IPF)
- Announcement and Notifications email as captured in the Institution Profile
- NIH Closeout Center
- SO (only if an SO has uploaded information for the FIS)

Personal Profile

Security Precautions added to DOB and SSN Fields

eRA has added extra security measures to the Personal Profile which affect the functionality of two fields – **Date of Birth** and Social Security Number (SSN).

These two fields are now only editable if blank or filled with all zeroes. Once populated, the fields will become read-only. Should you need to make changes to either of these fields on your Personal Profile, contact the eRA Service Desk for assistance.

This change was made to prevent accidental updates on the wrong user's profile.

No-Cost Extension

Confirmation Checkbox Added to the Extension Screen

Users submitting a No-Cost Extension (NCE) will notice a new checkbox on the confirmation screen. The checkbox verifies that the terms of the NCE have been read and are understood as follows:

By notifying NIH of this one-time extension of the period of performance, you certify that the extension is not: 1) being exercised merely for the purpose of using unobligated balance; 2) prohibited by the terms and conditions of the Federal award; 3) requesting additional Federal funds. Further, it does not involve any change in the approved objectives or scope of the project.

Selecting the checkbox enables the **Confirm** button for submitting the request. You must select the checkbox to confirm.

The screenshot shows a web form titled "Extension" with a sub-header "Application Information". The form contains the following fields:

Grant Number:	5R01EY000002-05
PI Name:	FINCH, ATTICUS
Proposal Title:	Study on Genetics and Age-Related Degeneration

Below the application information, there is a message: "You have selected to extend the period of performance of this grant by 3 months." A red box highlights a checkbox that is checked, with the following text: "By notifying NIH of this one-time extension of the period of performance, you certify that the extension is not: 1) being exercised merely for the purpose of using unobligated balance; 2) prohibited by the terms and conditions of the Federal award, or 3) requesting additional Federal funds. Further, it does not involve any change in the approved objectives or scope of the project." Below the checkbox are two buttons: "Confirm" and "Cancel".

Figure 1: NCE Confirmation Checkbox

xTRACT

xTRACT Available via eRA Commons

eRA has launched a new module accessed via Commons. The Extramural Trainee Reporting and Career Tracking (xTRACT) module allows applicants, grantees, and assistants to create research training tables for inclusion in progress reports and institutional training grant applications.

xTRACT is available to Commons users with the following roles: Signing Officials (SO), Principal Investigators (PI), and Assistants (ASST) with the appropriate delegation. These users will see the xTRACT menu item when logged in to Commons.

For more information on xTRACT, refer to the following:

- eRA Information email from eRA Communications
- [NOT-OD-16-007](#) – Advance Notice: NIH Anticipates Transition to New Research Training Data Table Formats in FY 2016
- Advisory Committee to the NIH Director: [Biomedical Task Force Working Group](#)
- xTRACT Online Help: <http://era.nih.gov/erahelp/xtract>

Fixes

Corrected System Issue when Deleting Amendments and Reappointments in xTrain

Users were sometimes receiving an error message indicating that a Commons system error had occurred when they attempted to delete an amendment or reappointment.

This issue has been resolved.

Restored Email Notifications for Recalled TNs in xTrain

xTrain was not sending the email notifications notifying that a TN has been recalled.

This issue has been resolved. xTrain will send email notifications to the PI, BO, sponsor, and delegates (where applicable) whenever a TN has been recalled.

BO Selection No Longer Required for Foreign Fellowships in xTrain

Foreign fellows and sponsors should be able to submit TNs to agency without selecting a Business Official (BO); however, previously, xTrain was displaying an error message if a BO was not selected.

This issue has been resolved. The PI or sponsor can submit foreign fellowship terminations without selecting a business official.

Restored Missing Recall Function for Fellowship TN in xTrain

The **Recall** button was missing from the screen after a PI routed a fellowship TN to a BO. This issue has been resolved. The **Recall** option has been restored.

Corrected the Display of Status Change Date in Closeout

Previously, the **Date** of status change was not displaying on the *Closeout Status* screen for grants in a status of *In Unilateral Closeout* and *Requires Closeout*.

This issue has been resolved.

Added Extension Justification Link Back to Status Information

Previously, the **Extension Justification** link for a NCE was missing from the *Status Information* screen.

This issue has been resolved.

Delegating on Behalf of Another No Longer Removes Prior Delegations

Previously, when an SO delegated authority to an ASST user on behalf of a PI or Sponsor, that ASST user's other delegations were removed by the system.

This issue has been resolved. Adding a delegation on behalf of someone will not remove any previously added delegations.

Corrected Erroneous Multi-Year RPPR Reminders

Previously, Commons was sending reminder emails for multi-year RPPRs when those RPPRs were not due.

This issue has been resolved.