
eRA Commons Version 3.14.0.10

Release Notes

New Features

Personal Profile

Degree Required for Saving Residency Information

When adding residency information to the **Education** component of your personal profile, you must also enter your degree information. A new error will prevent you from saving your residency information if no degree was added.

The following error will display: *Please enter degree information before entering residency.*

Institution Profile Module

Re-designed Institution Profile Interface

The Institution Profile (IPF) is the central repository of information for all Commons registered applicant organizations. It is designed so that Signing Officials (SO) at each applicant organization establish and maintain the external organization profile information necessary for all grant applications for their institution. This information includes contact names and addresses, DUNS numbers, institutional assurances, etc., with similar information types grouped together in component sections.

Beginning with this release, SOs will now employ the re-designed Institution Profile module. This newly re-designed module is sophisticated, clean, and intuitive and will vastly improve users' experience with the module. The module is similar in look and feel to the re-designed Personal Profile implemented in Commons last year.

Some features of the new Institution Profile include:

- **Institution Basic Information displayed in components:** Basic information about the institution is grouped into components by the type of data making specific data easy to find and maintain.
- **Indication of missing information:** Warning icons and messages highlight any required fields that are missing information.
- **Ability to view or edit information:** Two options – View and Edit – allow you to view a summary of information for each component of the profile or to access all information in a component to perform edits.
- **Re-designed Assurances and Certifications:** Easily updatable assurance and certification fields with clear checkboxes and explanation text fields.

For steps on navigating the new Institution Profile module, please refer to the series of [Institution Profile](#) topics within the *eRA Commons Online Help System*. You may open this help system from the link provided above or by selecting any of the question mark (?) help icons on the Institution Profile screens.

Ability to Maintain Multiple DUNS Numbers in IPF

Via the re-designed Institution Profile module, institution officials are now able to maintain multiple DUNS numbers for their organization.

The **About the Institution** component of the profile includes two fields: **Primary DUNS** and **Secondary DUNS**. The Primary DUNS number is read-only, populated by the original institution registration and not able to be edited. If you need to change the Primary DUNS, please contact the [eRA Help Desk](#).

The **Secondary DUNS** number field(s) allows the SO to edit, add, and remove additional DUNS numbers for the institution as necessary. To change a Secondary DUNS number, just update the editable text fields.

To add a Secondary DUNS number, select the **Add** button and enter the required 9 digits into the first text field and the optional 4 digits (for 13-digit DUNS only) into the second text field.

DUNS numbers must pass system validations to be saved.

SOs can delete Secondary DUNS numbers by selecting the **Remove** button.

NOTE: You must be in Edit mode to update the Secondary DUNS number.

The screenshot displays the 'About the Institution' form. At the top, the title 'About the Institution' is followed by a help icon. Below this, the 'Primary DUNS' field is shown with the value '123456789'. The 'Secondary DUNS' section contains a list of four existing entries, each with a 9-digit number in a text box, a 4-digit number in a smaller text box, and a 'Remove' button. The entries are: '123123123', '456456456', '789789789', and '987654321 - 1234'. Below these is an empty row with an 'Add' button, which is circled in red. Further down, the 'Federal-Wide Assurance Numbers' section shows two entries: 'FWA00001234' and 'FWA00004567', each with a 'Remove' button and an 'Add' button below them. The 'Animal Welfare Assurance Number' field contains 'A0003-01'. At the bottom, the 'Organization Type' is 'Institution of higher education' and the 'Ownership Control' is 'State Government'.

Figure 1: Secondary DUNS Fields in IPF

RPPR

Added Ability to Download and Attach Planned and Cumulative Inclusion Enrollment Forms

For RPPRs requiring inclusion enrollment reporting, Question G.4.b of Section G. Special Reporting Requirements has been updated to allow users to attach planned and/or cumulative inclusion enrollment forms. The enrollment forms can be downloaded from the RPPR, completed by the user, and then added as an attachment. Attached forms will be included in the PDF within **Section G. Special Reporting Requirements**.

The attached forms must be in PDF format and there is a limit of 100 attachments.

Downloading and attaching forms in this manner is a temporary process for NIH until the Inclusion Management System (IMS) is implemented.

NOTE: For non-NIH Agency RPPRs, the checkbox **Nothing to Report** displays in this section.

PA PRAM Feature Modifications

The Public Access Progress Report Additional Materials (PRAM) feature has been modified to require the addition of the *My NCBI PDF* report as proof of compliance with NIH Public Access Policy.

The text field previously used for providing an explanation has been removed. In its place, users select the **Add Attachment** button on the PRAM screen to upload the PDF. After uploading the document, the **Delete Attachment** and **View Attachment** buttons become enabled for use if necessary.

Attachments will be viewable within the PRAM PDF document.

Refer to the series of topics on [Public Access PRAM](#) within the *Commons Online Help System* for steps on submitting Public Access PRAM.

Multi-year Funded Award RPPRs Pre-populated with Information Previously Submitted

Information submitted on previous RPPRs for multi-year funded awards will now be auto-populated into data fields for current RPPRs. The information can be updated as needed.

This applies to the following fields:

- **A.2** and **A.3** of section *A. Cover Page*
- **B.1** of section *B. Accomplishments*
- Publications listed in field **C.1** of section *C. Products*
- List of participants in field **D.1** of section *D. Participants*
- **G.4.a** of section *G. Special Reporting Requirements* for the use of human subjects in the research

Multi-project Award RPPRs Display Components from Previously Submitted Report

The *RPPR Menu* for multi-project awards will list any components included on a previously submitted progress report for the grant.

Multi-project Award RPPRs Pre-populated with Information Previously Submitted

Information submitted on previous RPPRs for multi-project awards will now be auto-populated into data fields for current RPPRs. The information can be updated as needed.

This applies to the following fields:

- **A.2** and **A.3** of section *A. Cover Page* for the Overall component
- **A.1.a** of section *A. Cover Page* for the individual components
- **B.1** of section *B. Accomplishments* for the Overall component
- **B.1** of section *B. Accomplishments* for the individual components
- Publications listed in field **C.1** of section *C. Products* for the Overall component
- List of participants in field **D.1** of section *D. Participants* for the Overall component
- Questions in fields **G.4.a** and **G.4.c** of *Section G. Special Reporting Requirements* for the Overall component
- **G.4.a** of section *G. Special Reporting Requirements* for the individual components

New Status for Publications Associated with a Grant on the RPPR

When a publication is associated to a grant via section *C. Products* of the RPPR, the status of that publication is updated to *Added to RPPR*. This status is immediately reflected in the National Library of Medicine (NLM). This is a change from the previous status of *Proposed*.

xTrain

Changes to List of Recipients for Proxy Termination Notification

When a Proxy Termination is accepted by agency for a non-fellowship appointment, the PI and BO (first BO listed for the institution) will now receive email notification of the event, if email addresses for these users are on file.

For fellowships, the PI and Sponsor will now receive email notification for Proxy Terminations accepted by agency.

Changes to List of Recipients for Appointment Reminder Notifications

The list of recipients for appointment reminder email notifications has changed. Reminders previously sent to PIs and ASSTs 30 days before the end of an appointment and after an appointment end date has passed are now also sent to the BO, the SO, and the Central IC mailbox.

Fixes

RPPR Budget Form Fixed for Months Worked

Previously, RPPR users attempting to enter multiple types of months worked (i.e., academic, summer, and calendar) for senior/key persons encountered the following error:

Sr/Key Person: Only one of Calendar, Summer or Academic months should be entered (ID: 200220)

Resolution

This issue has been resolved. Values can be added to any or all of the calendar, summer, and academic month fields.

Increased the Allowable Limit for Months Worked on the RPPR Budget Form

The allowable value for the Calendar, Academic, and Summer months fields for other personnel on the RPPR budget form has increased. These fields now accept a value of up to 999.

Resolution

This issue has been resolved.

Corrected the Warning Displayed when Deleting a Component in RPPR

When deleting a component of a multi-project award in RPPR, the following warning will display before the deletion is completed:

This action will delete all data entered for this RPPR Component. This Component will not be included in the progress report. The component associations in the Overall RPPR will be removed; e.g., the Overall RPPR includes individuals under D.1 What individuals have worked on the project? who are associated with this component OR a Clinical Trials is listed under G.4.c ClinicalTrials.gov and the trial is associated with this component. Check D.1. and G.4.c on the Overall RPPR to confirm the appropriate association.

This warning was missing previous to this release.

Resolution

This issue has been resolved.

Corrected Issue of Fellowship End Date Reminder Emails Sent to Incorrect Recipients

Previously, it was reported that fellowship end date reminder emails were sent to the incorrect recipients. These reminders should have been sent to the PI and ASST users. As mentioned

above in the New Features, BOs and SOs are now also included in the distribution of these reminders.

Resolution

This issue has been resolved. The modifications made to the email distribution also corrected the error.

Corrected Issue Affecting the Creation of New and Amended Appointments

Previously, xTrain was not allowing new appointments to be created for a trainee when the previous appointment was terminated early. The termination date was not evaluated correctly when validating the start date of the new appointment.

A similar issue occurred for amended appointments, when the original appointment dates was in used in validations instead of the updated dates.

Resolution

This issue has been resolved. xTrain has been modified to use the early termination date of the prior appointment for validation of the new appointment start date. For amendments, xTrain will disregard the original appointment dates in its validations.