

eRA Commons Version 3.18.02 Release Notes

New Feature

New RPPR Error Message for Inclusion Enrollment Data

Grantees who select the **Check for Errors** or **Submit** button on their RPPRs will encounter a new error message if cumulative inclusion enrollment data exists in the previous OMB-approved format.

The error message is as follows:

Section G. Special Reporting Requirements: (ID: 201320)

G.4.b Inclusion enrollment data must be provided in the IMS format and saved for record(s) # <IDR number>. Please navigate to G.4.b of the RPPR, click the Inclusion link, select the appropriate IDR, click “Edit Cumulative” and update the enrollment data in that format. Click save and update the next IDR or return to the RPPR if done. (ID: 206731)

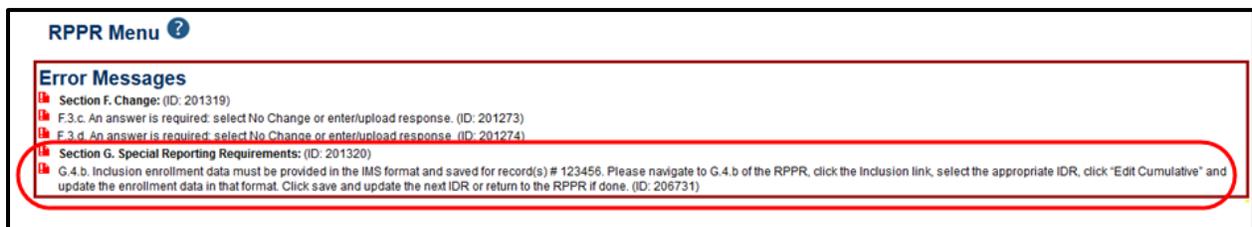


Figure 1: New IMS-related Error Message

Inclusion enrollment data last saved in the retired Population Tracking system and migrated to IMS must be submitted in the new IMS format. This data cannot be directly transferred to the new format and must be entered manually in IMS.

Follow the steps below to update inclusion enrollment data and resolve the error:

1. Select the **Inclusion** link located in question *G.4.b* of the RPPR.

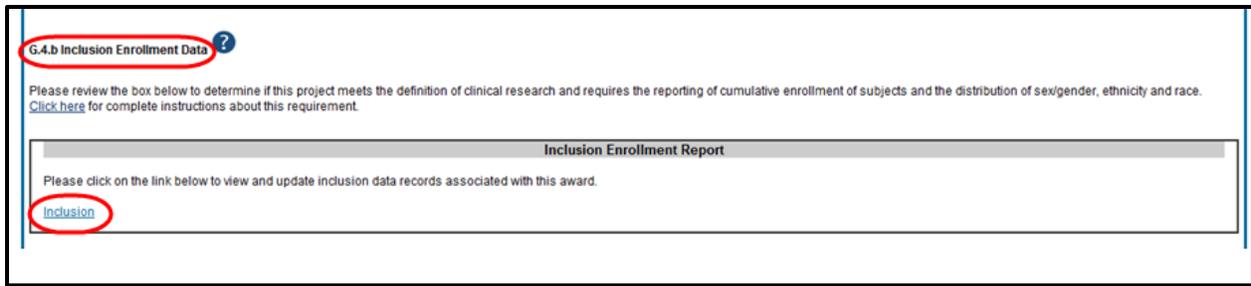


Figure 2: Inclusion Link in G.4.b of RPPR

The *Inclusion – Manage Inclusion Data Records (IDRs)* screen displays. The status of the IDR is *Requires Updates*.

2. From the **Action** column, select the **View** link to display the enrollment data in the previous OMB-approved format. This will be useful when updating the cumulative data in the new format. You can keep this window open as a reference while updating the IMS cumulative form.
3. From the **Action** column of the *Inclusion – Manage Inclusion Data Records (IDRs)* screen, select the **Edit Cumulative Enrollment** link to open the *Edit Cumulative Inclusion Data* screen.

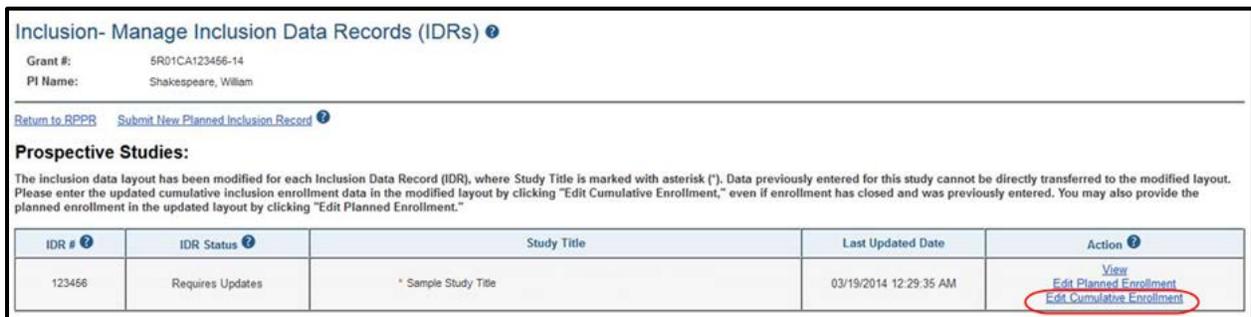


Figure 3: Edit Cumulative Enrollment Link

4. Update the enrollment data on the *Edit Cumulative Inclusion Data* screen and select the **Save** button. This will close the form and display the *Inclusion – Manage Inclusion Data Records (IDRs)* displays again.

Edit Cumulative Inclusion Data

Grant #: 5R01CA123456-14
 PI Name: Shakespeare, William
 Inclusion Data Record (IDR) #: 123456
 IDR Status: Requires Updates
 Study Title: Sample Study Title

Cumulative Inclusion Enrollment Report *Required field(s)

*Study Title: Sample Study Title

Comments:

The inclusion data layout has changed. Please report cumulative enrollment inclusion data in the modified (OMB-approved) layout as provided below and click the "Save" button. Your prior year reports are still available in the previous OMB-approved format in read-only mode in order to review this information, return to the previous page (Manage Inclusion Data Records) and click the "View" link to review the previous year data.

Note: If you have not yet begun enrollment, please report zero cumulative enrollment by clicking the "save" button below.

Racial Categories	Ethnic Categories									Total
	Not Hispanic or Latino			Hispanic or Latino			Unknown/Not Reported Ethnicity			
	Female	Male	Unknown/Not Reported	Female	Male	Unknown/Not Reported	Female	Male	Unknown/Not Reported	
American Indian/ Alaska Native	<input type="text" value="0"/>	0								
Asian	<input type="text" value="0"/>	0								
Native Hawaiian or Other Pacific Islander	<input type="text" value="0"/>	0								
Black or African American	<input type="text" value="0"/>	0								
White	<input type="text" value="0"/>	0								
More Than One Race	<input type="text" value="0"/>	0								
Unknown or Not Reported	<input type="text" value="0"/>	0								
Total	0	0	0	0	0	0	0	0	0	0

Figure 4: Edit Cumulative Inclusion Data Screen

- Repeat the steps above for all IDRs as applicable.
- When all updates are done, select the **Return to RPPR** link from the *Inclusion – Manage Inclusion Data Records (IDRs)* screen.

Inclusion- Manage Inclusion Data Records (IDRs)

Grant #: 5R01CA123456-14
 PI Name: Shakespeare, William

[Return to RPPR](#) [Submit New Planned Inclusion Record](#)

Figure 5: Return to RPPR Link

- From within the RPPR, select the **Check for Errors** button again. If the appropriate updates to cumulative data were entered and saved, the error should not appear.

NOTE: The enrollment data from the previous OMB-approved format is retained in a Prior Version IDR. You can access this information by selecting the date hyperlink next to the **Prior Version** label on the *Inclusion Data Record (IDR) Details* screen.

To access *Inclusion Data Record (IDR) Details*, select the **View** link from the **Action** column of the *Inclusion–Manage Inclusion Data Record (IDRs)* screen.