

NIH eRA Commons Release Notes Version 2.7.3.13

Automatic eVerification

Automatic eVerification of the eSubmission process has been implemented within the Commons. This process removes the PI and SO's ability to verify applications and now, only the SO can Reject eSubmissions.

The statuses of approval for electronic submissions are as follows:

- Pending Verification
- Submission Complete
- Refused

Pending Verification

The eRA System will search for all applications that have been submitted electronically and applications with a date that is two full business days or greater since the submission date. These applications will have been submitted to NIH successfully (some Warnings are permitted) and have not been Rejected or Verified by the SO.

The screenshot shows the NIH eRA Commons interface. At the top, there are navigation links: Home, Admin, Institution Profile, Personal Profile, Status, eSNRP, FSR, Links, and Help. The page title is 'Status Information'. Below this, there is a section for 'eSubmission Errors/Warning' with three red warning icons and text: 'No degrees have been submitted for the PD/PI. If you want the degrees to be displayed on the face page of the grant image, you should include them on the PHS 399 Cover Page Supplement... Warning', 'Direct cost requests are limited to \$200k a year for this application. Applications that exceed this limit may be delayed in the peer review process or rejected... Warning', and 'Cumulative direct cost requests are limited to a total of \$275k for this application. Applications that exceed this limit may be delayed in the peer review process or rejected... Warning'. The 'General Grant Information' section includes fields for Status (Application entered into system), Institution Name (UNIVERSITY OF Pennsylvania), School Name, School Category, Division Name, Department Name, PI Name (Lee, Ann), Grant # (1R21-PA-05-R21-0413-New-STO), Proposal Title, PI proposal Receipt Date (04/13/2006), Last Status Update Date (04/13/2006), Current Award Notice Date, Application Source (Grants.gov), Project Period Begin Date (08/31/2006), Project Period End Date (08/31/2008), and eApplication Status (Pending Verification), which is circled in blue. The 'Status History' table shows one entry: Effective Date (04/13/2006), Status Message (Application entered into system), Primary Institute or Center Assignment (Institute Name), and Investigator Center Assignment Date. The 'Application Information' section includes Award Document Number, FSR Accepted Code (N), Study Section (Ink Review Group), Council Meeting Date (YYYYMM) (200610), and Grant Indicator Code. The 'Contacts' table has columns for Name, Phone, and Email. At the bottom, there are links for Contact Us, Privacy Notice, Disclaimer, and Accessibility, and a footer with logos for the National Institutes of Health (NIH), Department of Health and Human Services, and the Grants.gov logo.

Figure 1 Status Information Screen – SO View

Submission Complete

Each grant application found meeting the business rules, the system sets the status of the application to “Submission Complete” and the verify application state will appear on the Status Hit List and Details Screens.

The screenshot shows the NIH eRA Commons interface. The 'Status Information' section is expanded, showing the following details:

General Grant Information	Status: Scientific Review Group review completed Institution Name: UNIVERSITY OF Pennsylvania School Name: COLLEGE OF LIBERAL ARTS School Category: SCHOOLS OF ARTS AND SCIENCES Division Name: NONE Department Name: PSYCHOLOGY PI Name: TELCH, MICHAEL, J. Grant #: 1H03MH07250-01 Proposal Title: Autogenous-Reactive Taxonomy as a Moderator of Treatment Response in OCD Proposal Receipt Date: 06/02/2005 Last Status Update Date: 10/27/2005 Current Award Notice Date: Application Source: 04012006 Project Period Begin Date: 03/01/2007 Project Period End Date: Application Status: Submission Complete	Other Relevant Documents e-Specification eSMP Application Cover Letter
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The 'Application Source' field is circled in blue. Below this, the 'Status History' table shows the following entries:

Effective Date	Status Message	Primary Institute or Center Assignment
10/27/2005	Scientific Review Group review completed.	Institute Name: NATIONAL INSTITUTE OF MENTAL HEALTH Institute Center Assignment Date: 06/29/2005
10/27/2005	No Scientific Review Group recommendation. Refer any questions to Scientific Review Administrator.	
07/01/2005	Scientific Review Group review pending.	
06/02/2005	Application entered into system.	

Additional sections include 'Application Information', 'Study Section', 'Advisory Council (AC) Information', and 'Contacts'.

Figure 2 Status Information Screen – SO View.

NOTE: The PI will not see any grants within the search Hit List with a state for “Submission Complete.”

Business Rule

If the application has not been rejected two full business days after the application has been submitted, the system will automatically set the status of the application to “Submission Complete.”

NOTE: Business days are defined as Monday-Friday (Holidays that fall within Monday-Friday are considered business days).

Auto eVerification eMail text

The Auto eVerification email confirmation that is sent to the SO and PI have been updated to reflect and describe the new process.

Refusal Process Change

Only the SO can reject eSubmission for applications that have not previously been verified or rejected by the SO.

NOTE: Previously, the PI could also reject the application.

Application ID	eApplication Status	Proposal Title	PI Name	Application Status	Received Date	Action
16023464077265-01	Submission Complete	Autogenous-Reactive Taxonomy as a Moderator of Treatment Response in OGD	TELCH, MICHAEL J.	Not Funded	06/02/2005	Transmittal Sheet
AN72810764	Refused	PA-SS-R03-0413-New-STG	Lee, Anna	Received	04/13/2006	Transmittal Sheet
AN72810764	Refused	PA-SS-R13-0413-New-STG	Lee, Anna	Received	04/13/2006	Transmittal Sheet
AN72810765	Pending Verification	PA-SS-R21-0413-New-STG	Lee, Anna	Received	04/13/2006	Transmittal Sheet Reject Application
AN72810804	Pending Verification	PA-SS-R03-0414-New-STG	Lee, Anna	Received	04/14/2006	Transmittal Sheet Resubmit Application

Figure 3 Status Result – SO View.

To reject the eSubmission:

- Select the **Reject eApplication** hypertext link.

NOTE: Once the SO Rejects the eSubmission, the system sends the “eSubmission Rejection Notification” email.

Reject eMail text

The Reject email confirmation that is sent to the SO and PI has been updated to reflect and describe the new process.

Administration Screen

Accounts are administered through the Commons “Administration” module and access is based on assigned user roles. The functionality of this module is not available to everyone and has been modified to permit navigation only by authorized users.