
eRA Commons Version 3.18.3.8

Release Notes

New Feature

Closeout

Modifications to Status–Closeout Search Screen and Results for Unilateral Closeout

The U.S. Department of Health and Human Services (HHS) has issued a directive to Agencies on new policies for closeout of grant awards. NIH has revised its policies and procedures to align with the OER Policy Announcement 2014 regarding the guidance on implementation of HHS GPAM Chapter 1101 (Closeout), including Unilateral Closeout.

The policy chapter directs Institutes/Centers (ICs) to initiate a unilateral closeout – a closeout without the cooperation of the grantee – 180 days after the project end date if it has not received acceptable final reports required by the terms and conditions of an award. After making reasonable efforts to obtain the final reports ICs must close all awards no later than 270 days after the project end date. This substantially decreases the timeframe in which NIH must officially close a grant after the project end date.

As a result of this directive, the Status Closeout screens have been modified.

Two new statuses have been added to the **Closeout Status** search parameter on the *Closeout Status* search screen to limit search results to these grants.

- **In Unilateral Closeout**
- **Unilaterally Closed**

The *Status Result – Closeout Search* screen will include the following links for grants unilaterally closed or in the process of being unilaterally closed. The links open the *Closeout Status* screen.

- **In Unilateral Closeout**
- **Unilaterally Closed**

The *Closeout Status* screen has also been modified for these grants. At the top of the screen, text will indicate that the grant is in unilateral closeout or has been unilaterally closed, as applicable, and the date on which this occurred.

While *In Unilateral Closeout*, links will be available in the Action column unless they have been closed by Grants Management Staff, in which case you will not see the links. When *Unilaterally Closed*, links will not be available.

The message on the screen indicates whether links have been disabled.

Closeout Status ?

Grant is 'In Unilateral Closeout' as of 03/31/2015 . Report submission links have been disabled. Please contact the Grants Management Official for any questions.

Form Approved OMB No. 0925-0002

Application Information					
Grant Number:	1R43CA123456-01	PI/PI Name:	VALJEAN, JEAN		
Closeout Contact Name:	VICTOR HUGO	Closeout Contact Email:	sampleemail@email.com		
Closeout Contact Phone:	(301) 555-1234	Project Period:	04/17/2013 to 10/16/2014		
Proposal Title:	Sample Project Title				
Closeout Status:	In Unilateral Closeout	Date of Status Change:	03/31/2015		

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FFR / FSR	For FFR / FSR submission, you must have the Commons FSR role	Not Started			
Final Progress Report	Only the SO or the PI of the Grant may process the Final Progress Report	FPR Received	Submitted by DOE JANE (GCM)	03/26/2015	
Final Invention Statement	For Submission, Final Invention Statement requires verification by the Signing Official of the Institution	Received			

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Figure 1: Closeout Status Screen for Unilateral Closeout

Financial Conflict of Interest (FCOI)

Administrative Supplements Removed from Search Results

In FCOI Module, Grantees can no longer initiate Financial Conflict of Interest reports for Administrative Supplements.

eMails Modified for Institutions with an Inactive FCOI Official

Commons will now verify that an organization's FCOI official on record continues to maintain an active Commons FCOI account within that organization before emails are sent to that person. If the official is no longer with the organization, or if the account's roles no longer include FCOI, the following will occur:

- The Signing Official (SO) will be copied on the communication
- An active FCOI official will be copied on the communication. Commons will select the first FCOI official, alphabetically in the organization

All emails going out to Grantees will include the following note:

You may be receiving this email communication since the FCOI official originally responsible for this FCOI report appears to be no longer affiliated with your organization or does not currently have the FCOI role. Therefore, please forward this communication to the appropriate FCOI official within your institution that is currently responsible for reporting identified FCOIs to the Agency.

This change affects requests for additional information, notifications of rescinded reports, and annual report reminder communications.

Federated Login

Available Commons Features the Same for Federated PI

PI users logged into Commons as Federated users will see the same features and modules in Commons as they do when logged in with Commons credentials.

Institution Profile (IPF)

Institution Profile Modified for Animal Welfare Assurance Number Management

The Office of Lab Animal Welfare (OLAW) and eRA are collaborating to improve the capture and validation of Animal Welfare Assurance Numbers. OLAW recently implemented a new system for generating and managing these numbers as well as a new format. The Institution Profile in Commons has been modified to support this collaboration.

Institutions are no longer able to add or edit the **Animal Welfare Assurance Number** field. This field, located within the **About the Institution** panel of the *Institution Basic Information* screen, will display all assurance numbers for the institution as passed to Commons from OLAW system.



About the Institution ?	
Primary DUNS:	001234567
Secondary DUNS:	
Federal-Wide Assurance Numbers:	FWA00000123
Animal Welfare Assurance Number:	D15-00123 (A1234-01) F15-12345 (F5678-01)
Organization Type:	Institution of higher education
Ownership Control:	State Government

Figure 2: Animal Welfare Assurance Number in IPF

NOTE: The number in parentheses is the old format number corresponding to the new format Animal Welfare Assurance Number.

Just in Time (JIT)

JIT Feature Modified for Genome Data Sharing Certifications

The *Just in Time* (JIT) screen has been modified to allow the upload of an Institutional Certification for Genome Data Sharing. The certification is expected prior to funding awards for

all research generating large-scale human genomic data under the NIH Genomic Data Sharing Policy (<http://gds.nih.gov/03policy2.html>).

To add the certification to the JIT submission, select the **Import** button within the **Genome Data Sharing Certification** section of the screen. Search for and select the appropriate file from your local device. When successfully uploaded, the filename will display in the **File Name** column and the **Status** will show *Completed*. The system accepts PDF file format only.

Just In Time ?

Just in Time (JIT) allows the Principal Investigator (PI) or Signing Official (SO) to provide *Other Support, Budget Upload, Other Upload, IACUC, IRB, and Human Subject Assurances Just In Time* information directly to the NIH when that information is requested. Guidance follows:

- Although a PI may save this information through Commons, only an SO may submit it to NIH.
- Any element of the JIT form may be submitted at different times while the JIT link is available.
- Once the information has been submitted to the NIH, it will be available for viewing in Status in the Other Relevant Documents section.
- 'Number of Submission' provides the user with the number of times the JIT form was submitted to Agency.
- All elements on the JIT form can be submitted multiple times and will be appended to the JIT report, with the latest version at the top of the report.
- If the application involves care and use of vertebrate animals or involves Human Subjects, verification of the date of the respective IACUC or IRB approval is required on this 'Just in Time' page.

Application Information

Grant Number: 1R01CA000001-01
 PI Name: JOYCE, JAMES
 Proposal Title: Portrait of the Artist as a Young Man through Adulthood

Please provide active and pending support for all key personnel. **Other Support includes all financial resources, whether Federal, non-Federal, commercial or institutional, available in direct support of an individual's research endeavors, including but not limited to research grants, cooperative agreements, contracts, and/or institutional awards.** Training awards, prizes, or gifts do not need to be included.

To provide the NIH Other Support, follow the suggested format available at <http://grants1.nih.gov/grants/funding/ohs398/other-support.doc> and upload the document using the Import button provided below.

Files	File Name	Date Created	Status	Number of Submissions
Other Support File:			NOT UPLOADED	<input type="button" value="Import"/>
Budget Upload:			NOT UPLOADED	<input type="button" value="Import"/>
Other Upload:			NOT UPLOADED	<input type="button" value="Import"/>

IRB Date in MM/DD/YYYY format (MM/DD/YYYY) **Number of Submissions** 1

Your Institution must certify to NIH that the research described in this application has received Institutional Review Board (IRB) approval by an IRB registered at OHRP under your Human Subjects Assurance Number. If the required IRB approval has been obtained, enter the IRB approval date. By specifying a Date and saving this form, you certify that you have IRB approval for this research. Please select the correct OHRP Human Subjects Assurance Number from the list of numbers associated with your institution: Please select one number ▼

Human Subject Education. This document is required for key personnel (all individuals responsible for the design and conduct of the study) that are involved in human subject research. Please upload a PDF file that includes the following: the names of the key personnel who are responsible for the design and conduct of the study; the title of the education program completed by each named person plus a brief description of the program. Note: If research meeting the criteria for Exemption 4 is proposed, documentation is recommended, but not required.

Files	File Name	Date Created	Status	Number of Submissions
Human Subject Education:			NOT UPLOADED	<input type="button" value="Import"/>

Genome Data Sharing Certification. An Institutional Certification is expected prior to funding award for all research generating large-scale human genomic data under the NIH Genomic Data Sharing Policy (<http://gds.nih.gov/03policy2.html>). The Institutional Certification is a document from the authorized Institutional Signing Official of the institution submitting the data, and assures that the data submission and sharing is appropriate (see http://gds.nih.gov/institutional_certifications.html for templates). If a final Institutional Certification is not available at Just-In-Time, you may submit a provisional Institutional Certification along with other Just-In-Time documents. A final version of the Institutional Certification may be uploaded in the "Additional Information" section of your grant folder at a later date. You should keep Program Staff of the funding IC informed of the expected date of submission of the final Institutional Certification.

Files	File Name	Date Created	Status	Number of Submissions
Genome Data Sharing Certification:			NOT UPLOADED	<input type="button" value="Import"/>

Figure 3: JIT Genome Data Sharing Certification Field

Modified PO's eNotification of Submitted JIT to Indicate Genome Data Sharing Certifications

The words (*Genomic Data Sharing*) are appended to the subject line of the communication sent to POs when a JIT submission includes a **Genomic Data Sharing Certification** attachment.

Status

Updated Business Rule for Accessing Inclusion Management System (IMS) via Status

Prior to this release, the display of the **Inclusion** link on the Status Result – List of Applications (for PI) or the Pending Inclusion Action (for SO) screen was restricted in part by a business rule indicating that the Summary Statement must exist for competing grants (other than Type 4).

The Summary Statement portion of the rule has been modified. The summary statement must only exist for competing grants in a status *other than* Pending Award, Pending Council, To Be Paid, and NRFC.

NOTE: The portion of the rule indicating that the project must be unawarded and inclusion monitoring set to *Yes* remains unchanged.

xTrain

PIs and PI Delegates Can Recall TNs Regardless of Last Reviewer

At the request of the xTrain Advisory Group (xTAG), PIs can now recall Termination Notices (TN) at any time, regardless of the current reviewer, as long as the TN has not been submitted to the Agency.

xTrain Communications Display Grant Extension

Grant numbers within all xTrain communications now include the grant extension number (e.g., 01A1) if one exists.

Agency Partner Changes

Federal Financial Report (FFR)

Rejection Notification Changes for AHRQ

The footer text of FFR rejection communications has changed for Agency for Healthcare Research and Quality (AHRQ) users. The footer now reads as follows:

Please submit a corrected FFR via the eRA FFR website @ <http://commons.era.nih.gov/commons>. If you need additional information regarding the correction that needs to be made, promptly contact your assigned AHRQ Grants Management Specialist, using the contact information provided on your most recent NOA.

Research Performance Progress Report (RPPR)

Question G.10 Updated for AHRQ Users

A hyperlink to instructions specific to AHRQ regarding unobligated balances has been added to question G.10.a of the RPPR.

Fixes

Fixed Administrative Supplement PDF for Signing Official

Previously, the Signing Official and Administrative Official names and contact information were omitted from the Administrative Supplement PDF. This has been corrected.

Removed Links for Submitting FCOI Annual Reports for Closed Grants

The links for submitting FCOI Annual Reports for a closed grant have been removed.

Corrected Abilities Granted to FCOI Roles

Previously, the FCOI_ASST and FCOI_View roles were working incorrectly. These roles have been corrected to work as follows:

FCOI_ASST: These users have the ability to initiate, edit, view, search, and delete reports.

FCOI_View: These users have the ability to search and view.

FFRs in a Late Status are Included in Search Results

Previously, FFRs that had been initiated and saved past their due dates (status of *Late*) were excluded from search results.

This issue has been resolved. FFR search results now include these records.

Fixed Utilization Reporting Period Field in Institution Profile for TTO_Admin Role

Previously, TTO_Admin users with access to the **Extramural Technology Transfer Administration** section of the *Institution Profile* could not set the value for the field titled **The month that begins the utilization period**.

This issue has been corrected, and this field is editable for TTO_Admin users.

Corrected SO Access to the Extramural Technology Transfer Administration Section of Institution Profile

If an institution is registered in both Commons and iEdison, Signing Officials (SOs) should be able to view the **Extramural Technology Transfer Administration** section of the *Institution Profile*. Prior to this fix, SOs were not able to see this section of the profile.

This issue has been corrected. However, if an institution is not registered in Commons, only those with the proper iEdison role (*TTO_Admin*) can view and maintain this section of the profile.

Re-worded Error Message for Better Guidance when Registering Institutions

eRA has modified the error message presented to users who do not enter a valid **User Name** for the **Principal Signing Official** section of the *Register Institution* screen. The old message did not provide the proper guidance for choosing a valid user name. The new error message is as follows:

User ID must be between 6 and 30 characters, must start with a letter, and can contain only letters, numbers, and underscores. (ID: 30056)

Fixed Issue in RPPR Publications

Previously, publications associated with the grant in My NCBI were displaying within the RPPR PDF even when a **No** response was provided for question *C.1 Are there publications or manuscripts accepted for publication in a journal or other publication during the reporting period resulting directly from this award.*

This issue has been resolved. When users provide **No** as a response for question *C.1*, no publications will appear on the RPPR under the current year.

NOTE: Publications not in compliance and reported in prior years will still display.

Corrected Occurrence of Error When Viewing Publications in RPPR

It was reported that a *Request Entity Too Large* error sometimes displayed when navigating through a large list of publications in the RPPR under the section titled **All publications associated with this project in My NCBI**.

This issue has been resolved.

Corrected RPPR Errors Associated with R28 Awards

Previously, RPPR presented an error to users attempting to select and view RPPRs for R28 awards. The error occurred because RPPR did not recognize these awards as complex awards (i.e., multi-project or single-project with complicated structure).

This issue has been resolved. RPPR has been updated to handle R28s as complex awards.

RPPR Displaying Blank Screen While Navigating Publications

It was reported that the screen would blank out when users navigated through their lists of publications in the **C. Publications** of the RPPR. This occurred only when the user had a significant amount of associated and/or unassociated citations.

This issue was corrected.

Corrected RPPR to Allow Working in Multiple Browser Sessions

Previously, users were encountering issues with PDF versions of their RPPRs when working on multiple grants in different sessions of the same internet browser. The PDFs merged certain information taken from the multiple grants.

This issue has been resolved.

Corrected Prior NRSA Support Box for Fellowships in xTrain

The **Previous Support** section of the Termination Notice for fellowships has been corrected. Prior to this fix, the current award was included in the list of grants listed under **Previous Support**. This fix removes the current award from this section.