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# eRA Commons Version 3.16.0.10

## Release Notes

### New Features

#### *Closeout*

#### **New Feature for Submitting Requested Additional Materials Related to the Final Progress Report**

A new feature called FRAM (short for Final Progress Report Additional Materials) has been created for the Closeout module to provide a means for grantees to enter, review, route, and submit information in response to specific request(s) by the Program Official (PO) for additional information related to the Final Progress Report (FPR).

After reviewing the FPR, a PO may determine that additional information related to the FPR is required. In this event, the PO will submit a FRAM request. PIs will be notified of this request in the following manners:

- Email notification with specific information pertaining to the request
- *FRAM Requested* status on the *Closeout Status* screen on the line for Final Progress Report (see figures below)
- A **FRAM Update** link in the *Closeout Status* screen on the line for Final Progress Report (see figures below)
- **Closeout Final Report Additional Material Request (FRAM)** link in the **Other Relevant Documents** section of *Status Information* leading to the request

The **FRAM Update** link on *Closeout Status* opens the *Final Progress Report Additional Materials (FRAM)* screen, from which PIs can upload an attachment containing the requested information. The attachment must be a PDF format file, no larger than 6MB.

PIs also have the ability to route the FRAM to an SO, who will use the same screen for submitting it to Agency. Only the SO can submit FRAM.

**Closeout Status** Form Approved OMB No. 0925-0002

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**Application Information**

Grant Number: 1R15MH123456-01    PD/PI Name: AUDEN, W.H.  
 Closeout Contact Name: EMMA STREST    Closeout Contact Email:  
 Closeout Contact Phone: 301-555-1234    Project Period: 08/01/2010 to 10/31/2014  
 Proposal Title: The Age of Anxiety Disorders

| 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<br>FRAM Requested | Submitted by W.H. AUDEN (PI) | 09/18/2014 | <a href="#">View</a><br><a href="#">FRAM Update</a> |
| Final Invention Statement       | For Submission, Final Invention Statement requires verification by the Signing Official of the Institution | Not Received                   |                              |            | <a href="#">Process Final Invention Statement</a>   |

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Figure 1: FRAM Update Link

**Final Progress Report Additional Materials (FRAM)** ?

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**Grant Information**

Grant Number: [1R15MH123456-01](#)  
 PD/PI Name: Auden, W.H.  
 Project Title: The Age of Anxiety Disorders  
 Institution: UNIVERSITY OF LITERATURE

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**FRAM**

Please provide additional Materials

Upload Attachment:

Figure 2: Final Progress Report Additional Material (FRAM) Screen

To support this new feature, the following changes have been made to *Closeout Status* screen:

- New **Action** links on the Final Progress Report line of the table:
  - **FRAM Update** (for uploading and submitting)
  - **View FRAM** (for viewing after submission)
- New **Status** and corresponding **Result of Action** values on the Final Progress Report line of the table, automatically updated based on the actions taken throughout process:
  - *FRAM Requested by <PO Name>*
  - **Status:** *FRAM Uploaded*; **Result of Action:** *FRAM Updated by <PI Name>*
  - **Status:** *FRAM Submitted*; **Result of Action:** *FRAM Submitted by <SO Name>*

After the SO submits the FRAM to Agency, the **FRAM Update** link will be replaced by the **View FRAM** link. When the FPR is accepted, this link will be removed, and the submitted FRAM will be available to anyone with access to the *Status Information* for that grant using the

**FRAM Submission** link. If multiple submissions were made, these will be all display in one bookmarked, PDF document available from that link.

Please refer to the Commons Online Help for more details, figures, and help with this new feature: <http://era.nih.gov/erahelp/commons/#Commons/status/closeout/fram.htm>

### **New Search Parameter on Closeout Search Screen for FRAM**

The Status search screen for Closeout (available to SOs) has been updated to include a **Requires FRAM** checkbox. This box is marked by default and will ensure that search results include grants with FRAM requests.

### **Renamed the Link in Closeout Status for Viewing Submitted Final Progress Report**

The link for viewing a submitted Final Progress Report in *Closeout Status* has been renamed. The former **View** link located on the Final Progress Report line of the hitlist has been renamed to **View FPR**. The link name was changed in support of the new FRAM feature associated with FPR.

The functionality of the link remains the same.

### ***New Pilot Program for Federated Institutions/Organizations Login***

eRA Commons is piloting Institution/Organization Log In functionality. The pilot is limited to those organizations currently registered with the Center for Information Technology (CIT). This piloted feature allows limited users at these registered institutions/organizations to use their organizations' credentials to log into the Commons system.

Roles eligible for the pilot are as follows:

- Graduate Student
- PostDoc
- Project Personnel
- Scientist
- Trainee
- Under-Graduate

The registered participants will log in using the **Federated Institutions/Organizations** field located below the **Commons Login** fields.

The image shows a screenshot of the Commons Login page. At the top, it says "Commons Login" with a help icon. Below that, there are fields for "\*Required field(s)", "\*Username", and "\*Password". There are "Login" and "Reset" buttons. Below these, there is a link for "(For External Users Only) [Forgot Password/Unlock Account?](#)". At the bottom, there is a section titled "Federated Institutions/Organizations" with a help icon. This section contains a drop-down menu with "Select.." and a "Sign in" button. This entire section is highlighted with a red rounded rectangle.

Figure 3: Federated Institutions/Organizations Sign In Field

To use this feature:

1. Select your organization from the drop-down list and select the Sign In button.
2. Enter your organization's credentials when prompted.

If your organization credentials are linked to your Commons account, you will be logged in and ready to use Commons. Otherwise, you will be prompted to link your accounts.

For more information, steps, and trouble-shooting tips, please refer to the *Commons Online Help* topic titled [Federated Institutions/Organizations Sign In](#).

## **No-Cost Extension**

### **End of Month Dates Recalculated for No-Cost Extensions**

Calculations determining project and budget end dates for no-cost extensions have been modified to take into account original end date months with less than 31 days. When a no-cost extension is applied to a project with an original end date on a month having less than 31 days (e.g., February 28), Commons will perform calculations to ensure that the new project end date is the last day of the new end date month.

For example, a project with an original end date of February 28 and a 3-month extension will now end on May 31. Before this update, the new end date of the project with the extension would have been May 28.

## **RPPR**

### **New Inclusion Management System Accessible via RPPR Section G.**

The Research Performance Progress Report (RPPR) now includes access to the new Inclusion Management System (IMS) for awards requiring inclusion enrollment data. If inclusion data is required on the RPPR, **Section G. Special Reporting Requirements** will reflect this in question **G.4.b Inclusion Enrollment Data**.

To report inclusion data, select the **Inclusion** link located in the **Inclusion Enrollment Report** block of question G.4.b. This link opens the *Inclusion–Manage Inclusion Data Records* screen of IMS where you will have access to planned and cumulative enrollment reports.

All reported inclusion data will be captured in IMS and accessible to Agency staff once the RPPR has been submitted. Additionally, the inclusion forms – both planned and cumulative enrollment – will be included in the PDF version of the RPPR.

Validations are in place to ensure that inclusion data has been properly updated before an RPPR has been submitted.

For more information, please refer to the following resources:

- Guide Notice: [NOT-OD-15-005](#)
- [Inclusion Policy Implementation Page](#)
- [IMS Online Help](#)
- [NIH and Other PHS Agency Research Performance Progress Report \(RPPR\) Instruction Guide](#), specifically Section 6.7, located at:

### **RPPR Available for all AHRQ non-SNAP Awards**

Progress report submission using the RPPR module is now available for Agency for Healthcare Research and Quality (AHRQ) non-SNAP awards. Use of the RPPR does not change the current reporting due dates.

For more information, refer to the [NIH and Other PHS Agency Research Performance Progress Report \(RPPR\) Instruction Guide](#).

### **Commons IDs Required for Students Reported on RPPR**

Individuals included in RPPR section **D. Participants** with a **Project Role** of Postdoc, Graduate, or Undergraduate are now required to have a Commons ID and to complete certain fields on their Commons Personal Profile (PPF).

The fields for the required information are located within the **Name and ID** and **Demographics** sections of the PPF and are as follows: Date of birth; Gender; Race/Ethnicity; U.S. Citizenship Status; and Country of Citizenship. Individuals may choose the option Do Not Wish to Provide where applicable.

In addition, individuals with the Graduate Student role are required to enter at least one degree, while those with a PostDoc role are required to enter a doctoral degree, including the name of the institution issuing the degree. This information is maintained in the Education section of the PPF.

If any of this information is missing, an error message displays when the Check for Errors or the Submit feature is selected for the RPPR. These errors will prevent the submission of the progress report. Prior to this release, missing PPF information resulted only in a warning.

The text next to question D.1 has been updated as follows:

A Commons ID is required for all individuals with a postdoctoral role and/or supported by a Reentry or Diversity Supplement. The Commons ID is strongly encouraged, but currently optional, for all other project personnel.

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NOTE: These requirements are for NIH grants only.

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## IC Requested PRAM Link Renamed

The **IC Requested PRAM** link located on *Status Results* screens is now called **Agency Requested PRAM**. The functionality of the link has not changed.

## Modified the G.4.c NCT Table for Multi-Projects

Question G.4.c of the RPPR has been modified on both the screen and PDF.

For the screen, users can now select multiple components for each added NCT number. Enter the NCT number and then select one or more components from the Component list using the Ctrl key for multiple selections. The NCT will only be listed once, with all components displayed next to it together, within one column.

| Clinical Trials ID | Component   | Action      |
|--------------------|---|-------------|
| NCT00654320        | Training-5042 (test admin)                                      | Edit Delete |
| NCT00654321        | Overall<br>Core-5892 (test admin)<br>Training-5042 (test admin) | Edit Delete |

Figure 4: NCT Number Field and Component List

The PDF has also been modified. Question G.4.c will now show a table on the Overall component displaying each NCT number once and all of its associated components.

## Budget Forms Allow Searching for Organization by Secondary DUNS

Searches for organizations on a subaward budget form will recognize secondary DUNS numbers when retrieving results. However, only the primary DUNS will be populated on the form after an organization is selected from the search results.

## **Status**

### **eSNAP Only Checkbox Removed from Pending Progress Report Search Screen**

The **eSNAP Only** checkbox has been removed from the Pending Progress Report Search screen as it is no longer a valid search criterion.

## **xTRAIN**

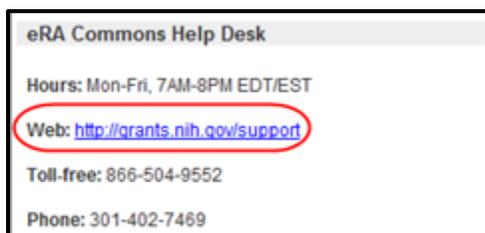
### **Support Year Extension Added to 2271 and Termination Notice**

When available, the support year extension will now display on the 2271 and Termination Notice (TN).

## **General Commons Feature**

### **New URL for Commons eRA Commons Help Desk**

**eRA Commons Help Desk** contact information has been modified to reflect a new website address. Please take note of the new address (<http://grants.nih.gov/support/>) and update your bookmarks, favorites, etc. as necessary.



*Figure 5: eRA Commons Help Desk New Website Address*

## Defects

### ***Corrected Special Character Limitation in Passwords***

Previously, passwords containing more than one special character in a row (e.g., Hello\$\$\$) did not work.

#### **Resolution**

This issue has been resolved. Commons passwords can contain any combination of special characters, as long as the other password requirements are met.

### ***Corrected Text of Error Message on RPPR***

The RPPR error message indicating that the Administrative Official assigned to the RPPR was missing information in the personal profile pointed to question A.2 as the section containing the error. This message was incorrect, as the error pertained to question A.3.

#### **Resolution**

This issue has been resolved. The text of the error message was corrected.

### ***Corrected the Remaining Character Count in RPPR Section B. Accomplishments***

It was reported that in certain scenarios, the remaining character count for text boxes in section **B. Accomplishments** from the screen. The count would return once the form was saved.

#### **Resolution**

This issue has been resolved.

### ***Corrected the Validation Error Message for RPPR Question C.4.***

Previously, the wrong validation error message displayed for question C.4 of section **C. Products**.

#### **Resolution**

This issue has been resolved.

### ***Corrected Error in Congressional District Field on RPPR***

Selecting the link providing as self-help in RPPR section **G. Special Reporting Requirements** caused an error.

#### **Resolution**

This issue has been resolved.

### ***Added Missing HHS Logo to RPPR Section C. Products***

Question C.5.b of the RPPR was missing the Department of Health and Human Services (HHS) logo.

#### **Resolution**

This issue has been resolved. The logo has been added to the question.

### ***Non-Compliant Warning Message Fixed in RPPR C. Products***

A non-compliant warning message should display when non-compliant publications were previously recorded and question C.1 is answered No. Previously, this warning did not display.

#### **Resolution**

This issue has been resolved.

### ***Corrected Misspelling on RPPR PDF***

Section E. Impact of the RPPR PDF had a misspelling of the word *manufacturing*. This word was spelled correctly on the screen.

#### **Resolution**

This issue has been resolved.

### ***Addressed Sorting Issue for RPPR C. Products***

It was reported that when sorting publications not associated with the project, RPPR displayed a blank page.

#### **Resolution**

This issue has been resolved.

### ***Corrected Issue Preventing Organization Name in RPPR Greater than 60 Characters***

It was reported that RPPR module stopped responding when attempting to add an organization name greater than 60 characters to the report.

#### **Resolution**

This issue has been resolved.

### ***RPPR Link Now Displayed for ASST Delegated with Status and Progress Report Authority***

Previously, ASST users delegated with Status and Progress Report authority were not able to see the **RPPR** link on the *Status Result–List of Applications* screen. These users were able to access it via the *Manage RPPR* screen.

#### **Resolution**

This issue has been resolved.