
eRA Commons Version 2.22.0.0

June 2009 Out of Cycle Release

Commons and xTrain

Release Notes

xTrain TA Enhancements

xTrain has been expanded to support additional mechanisms as a critical part of the xTrain Training Activities (TA) End-to-End project. These additions, as well as some other modifications are described in the four subsections below.

Support T34s in xTrain

Previously, xTrain excluded T34s and now, xTrain will accept T34s.

The key characteristic of these appointments is that they are pre-baccalaureates (undergraduates). The following items were addressed in order to properly handle T34s:

- (1) Pre-baccalaureates will not have a degree. Therefore, for T34s, xTrain will not give the error - *At least one Trainee degree must be entered. Trainees must enter this information on their Personal Profile screen within eRA Commons* - when no degree is provided.
- (2) For T34s, terminations are automatically done via batch process every evening. Since the primary purpose of the Termination Notice (TN) is to establish a payback obligation, and T34s are pre-baccalaureates who will never have a payback obligation, the two ICs (MH & GM) agreed to allow an automatic termination process to be programmed. T34s are now implemented in xTrain and will now auto-terminate. This auto-termination for T34s will be performed on appointments when the most recent end date is 180 days in the past.
- (3) T34s have different stipend levels than most training grants. It should be understood that xTrain already has the stipend levels for F/S (freshman or sophomore) and J/S (junior or senior). This has been tested to ensure that stipends are being set correctly for pre-baccalaureate T34s.

NOTE: If the appointment is for less than one year, then the system calculates the stipend amount based on the fraction of the year, just as in other mechanisms.

The system will now automatically change the appointment status to Terminated for the most recent T34 appointment, and all of the previous appointments for the same project, six months

after the end date of the most recent appointment for a Trainee. The following figure represents the stipend level list which includes the F/S and J/S pre-baccalaureate T34s.

Total for this Grant (Omit cent)

Select Stipend Level ▼

Select Stipend Level

F/S - 5,460 PRE-BAC

J/S - 7,656 PRE-BAC

PRE - 10,008 PRE-DOC

0 - 19,608 POST-DOC

1 - 20,700 POST-DOC

2 - 25,600 POST-DOC

3 - 26,900 POST-DOC

4 - 28,200 POST-DOC

5 - 29,500 POST-DOC

6 - 30,800 POST-DOC

7 - 32,300 POST-DOC

Figure 1: Stipend Level List

We have also added the functionality to automatically terminate T type grants six months after the end date of the most recent appointment.

The system will send two reminders to the PI:

- 1) That the Appointment End Date has passed.
- 2) That the system will start initiating the termination process because the Appointment End Date passed 180 days ago.

Support T35s in xTrain

The key characteristic of T35 appointments is that they are short-term appointments. xTrain now has the following edit checks for T35s:

1. If a grant is submitted as a T35, and the number of months between the appointment start and end dates is less than two, then the system will give the following warning:

If the grant activity type is T35 then the appointment period should not be less than two months.

2. If a grant is submitted as a T35, and the number of months between the appointment start and end dates is more than three, then the system will give the following warning:

If the grant activity type is T35 then the appointment period should not exceed three months.

Verify Support of T90, TL1, and TU2 Appointments in xTrain

Prior to this release, xTrain did not accept these mechanisms. We have now included the handling of T90, TL1, TU2 awards within xTrain.

Exclude T42, T01, T02, T36, T37, T14, and T09 from xTrain

At this time, xTrain does not support T42, T01, T02, T36, T37, T14, and T09 appointments. Therefore, these activity codes currently are excluded from the system. Additionally, the system also currently excludes T15s.

New American Recovery and Reinvestment Act (ARRA) Feature

Just in Time (JIT)

Status - ARRA - JIT, Status Details Page and Search Results Screen Modifications for ARRA Grants

To accommodate new American Recovery Reinvestment Act (ARRA) grants, Commons was modified to enable the Just-In-Time (JIT) submission of detailed budget components for grants with ARRA funding.

The following elements were added to the JIT screen (see Figure 2 below):

- Budget Upload
- Other Upload
- Number of Submissions (Budget and Other Upload)
- Number of Submissions (IRB Date, IACUC Date, Human Subject Education)

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Home Admin Institution Profile Personal Profile Status eSNAP xTrain Links eRA Partners Help

Just In Time

Just In Time allows the Principal Investigator or Signing Official to provide Other Support, IACUC, IRB, and Human Subject Assurances Just in Time information directly to the NIH when that information is requested. **Although a PI may save this information through Commons, only an SO may submit it to NIH.** Once the information has been submitted to the NIH, it will be available for viewing in Status in the Other Relevant Documents section.

Other Support Documentation is always required. 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. If the specific date(s) is not available, you may not use this automated submission feature at this time. This version for electronic submission requires all data elements to be submitted at the same time. If some pieces of the requested information are delayed, all of the information must be submitted directly to the appropriate NIH Grants Management Office.

Application Information

Grant Number: 1R21AI073330-01A1
 PI Name: MAURY, WENDY J
 Proposal Title: Selection of small inhibitory molecules against flaviviruses

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/ahs398/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	2
Budget Upload			NOT UPLOADED	1
Other Upload			NOT UPLOADED	4

IACUC Date: (MM/DD/YYYY) **Number of Submissions** (2)

The institution must verify approval by the Institutional Animal Care and Use Committee (IACUC) of those components of the application related to the care and use of animals. By specifying a date and saving this form you confirm that IACUC approval of this application was granted on that date. If the IACUC requires any modifications in the care or use of animals as described in the Research Plan, those changes must be submitted to the appropriate NIH Grants Management office. The OLAN Assurance Number listed for your institution is **A3195-01**.

IRB Date: (MM/DD/YYYY) **Number of Submissions** (2)

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 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. The OHRP Human Subjects Assurance Number listed for your institution is **FWA00099025**.

Human Subject Education: Required only for key personnel (all individuals responsible for the design and conduct of the study) that are involved in human subject research. In the space below provide the following information: include 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.

Submit Save View Just In Time Report

Figure 2: Just-In-Time Screen with New Elements

Additionally, the following element was added to the *Status Detail* page and *Status Search* screen.

- Times Revised (#)

The JIT link will now be displayed in the *Status* search results screen in the *Action* column until the application is awarded so the user can modify all elements within the JIT.

It should be noted that the following error message will now display for a Signing Official (SO) when the Submit button is selected and the user has not entered anything into any of the JIT elements.

"Please complete at least one element of the JIT before submitting."

xTrain

ARRA - Ability to Reappoint Trainee to a Supplement

Previously, xTrain only looked at the support year of the grant and not at the suffix code. This resulted in incorrect sorting and also affected reappointments. If the Trainee is registered and accepted for support year 30, they could not be reappointed to the supplemental year 30S1. Therefore, the system would only allow a user to be reappointed to the next awarded year.

xTrain will now look at both the support year of the grant and the suffix code. The system will have the capability to reappoint a Trainee to a supplemental year as well as the next award year. To perform this action, the user will now have a dropdown selection of grant numbers to which

the Trainees can be reappointed, but only on the Reappointment form. The system will also allow reappointment of the Trainee to the current year if the current year is for an ARRA-funded grant.

Last Name, First Name, MI: YUN, DI

Address Line 1:
Address Line 2:
Address Line 3:
Address Line 4:
City, State, ZIP: ..
Country:

* Email:
Phone:
Fac:

Degree(s)	Earned/In Progress	Completion Date	Major/Minor	Degree Completed?
BA			Y	Y

Name of Specialty Boards (if applicable)
Select Specialty Board Code

Is the Trainee in a dual degree program (e.g. M.D./Ph.D.)?
 No Yes

Prior NRSA Support
If the trainee has previously received support from Kirschstein-NRSA training grant or fellowship, it will be listed in the table below. If the list of prior support is incomplete or incorrect, please click the NIH Support Menu to and follow the instructions for verifying NIH support.

Grant #	PI	Appointment Start Date	Appointment End Date	Stipend Amt	Degree Level	Status
5 T32 DE 14 8-7	SQU CH	06/30/2009	05/31/2010	19214	PRE-DOC	Accepted

Field of Research Training or Career Development (for this appointment)
Choose a specific subfield (e.g., biological chemistry) unless the broader category (e.g., biochemistry) fits best.
Select Field of Research Training or Career Development Code

Grant or Supplement available for Re-Appointment
Please select a Grant or a Supplement Number for Re-Appointment
31320E012 5.06S1

Period of Appointment
* From (MMDD/YYYY)
* To (MMDD/YYYY)
 months days Please "Re-calculate" if calendar boxes were used to select dates.

Support for Period of Appointment

Figure 3: Reappointment Screen

Additionally, the Trainee Roster can now be sorted so that the newest grant is listed first and the oldest grant is listed last.

Example: From the top, 30S2 will list first, followed by 30S1, and then the Rxxxxxxx30

ARRA – xTrain Will Display the ARRA Flag in xTrain

xTrain will now display the ARRA flag in the following areas:

- In the Termination Notice (Both Screen and PDF)
- In the PHS 2271 Form (Both Screen and PDF)
- On the *Identify Trainee* screen

The flag will be displayed for each awarded year of the grant and supplement year. Please see the following example screenshots:

<p align="center">Department of Health and Human Services Public Health Services</p> <p align="center">Statement of Appointment <i>(Please Type)</i></p>		<p><i>Follow attached Instructions carefully.</i> Submit this form at the time the individual is appointed, is reappointed, or the reported appointment is amended. Return this form to the PHS awarding component. For new postdoctoral trainees under NRSA, signed and dated payback agreement must accompany this form.</p>	
<p>ARRA Grant</p> <p>1. PHS GRANT NUMBER 3 T32 DK 7056-32 A1S1</p> <p>Type Activity ID Serial No.</p> <p>3 T32 7056</p>		<p>2 APPOINTEE'S NAME <i>(Last, first, initial)</i></p> <p>Che, Tessie, Mary</p>	<p>3 SFX</p> <p><input type="checkbox"/> M <input checked="" type="checkbox"/> F</p>
<p>4. TYPE OF ACTION <i>(Mark X for only one type)</i></p> <p><input checked="" type="checkbox"/> NEW appointment (NOT previously supported by this grant) <input type="checkbox"/> REAPPOINTMENT (Previously supported by this grant) <input type="checkbox"/> AMENDMENT of items checked: <input type="checkbox"/> 2 <input type="checkbox"/> 9 <input type="checkbox"/> 15 <input type="checkbox"/> 20</p>		<p>5. PRIOR NRSA SUPPORT <i>(Individual or institutional)</i></p> <p><input checked="" type="checkbox"/> NO <input type="checkbox"/> YES (if "Yes", see instructions)</p>	
<p>6. SOCIAL SECURITY NO.</p> <p>XXX-XX-XXXX</p>		<p>7. BIRTHDATE <i>(Month, day, year)</i></p> <p>08/19/1950</p>	
<p>8. CITIZENSHIP <i>(See instructions)</i></p> <p><input checked="" type="checkbox"/> U.S. Citizen or Noncitizen National</p> <p>Non-U.S. Citizen <input type="checkbox"/> With a Permanent U.S. Resident Visa ("Green Card") <input type="checkbox"/> With a Temporary U.S. Visa</p> <p>If not a U.S. citizen, of which country are you a citizen? UNITED STATES</p>		<p>9. PERMANENT MAILING ADDRESS</p> <p>E-mail gorbachy@od.nih.gov</p>	
<p>10. Are you Hispanic (or Latino)? <i>Mark(X)</i> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Intentionally Withheld</p>			

Figure 4: 2271 ARRA Grant Format

Research
 Administration
 Other

Government
 Not For-Profit
 Other

Faculty, Tenure-Track
 Staff Scientist
 Other

If known, enter position title, organization, and related information:

Position Title:
 Field:
 Name of Organization:
 City:
 State: Select State
 Phone No:

Mailing Address after Termination of this Kirschstein-NRSA Support

Street:
 City:
 State: Select State
 ZIP:
 Phone No:
 Email:

Other PHS Service Obligation Support

* National Health Service Corps Scholarship: No. of Months:
 * Kirschstein-NRSA: No. of Months:

If the trainee has previously received support from other Kirschstein-NRSA training grants or fellowships, it will be listed in the table below. If support is incomplete or incorrect, please contact the eRA HelpDesk.

Grant Number	From	To	ARRA
5T32CA060376-02	07/01/1995	06/30/1996	
5T32CA060376-03	07/01/1996	03/30/1997	
5T32GM007308-08	09/01/1982	06/30/1983	
5T32GM007308-09	07/01/1983	06/30/1984	
5T32GM007308-10	07/01/1984	06/30/1985	
2T32GM007308-11	07/01/1985	06/30/1986	
5T32GM007308-12	07/01/1986	06/30/1987	
5T32GM007308-13	07/01/1987	06/30/1988	Yes
5T32GM007552-14	06/25/1991	06/24/1992	Yes
5T32GM007552-15	06/25/1992	06/24/1993	Yes

Is the trainee currently participating in NIH Loan Repayment Program? Yes No

Save Cancel

Figure 5: TN Screen - Bottom Part

My Grants

Statement of Training Appointment

Project Number: T32 GM 007377

Grant /Supplement: 3T32GM007377-3081 **ARRA Grant**

Appointment Status:

Project Title: TRAINING IN MOLECULAR AND CELLULAR BIOLOGY

Institution: UNIVERSITY OF CALIFORNIA DAVIS

PD Name: ERICKSON, CAROLA

PHS 2271 OMB No. 0925-0001

*indicates required field

Trainee Personal Information

For every research training appointment or re-appointment, trainees should review and update their personal information by using the Personal Information form. Personal information may only be entered or modified by the trainee.

Figure 6: ARRA Statement of Training Appointment Screen

Figure 7: Identify Trainee Screen

Department of Health and Human Services Public Health Service Ruth L. Kirschstein National Research Service Award Termination Notice		1. NAME OF FELLOW OR TRAINEE (Last, first, middle) Che, Shaoli							
2. FELLOWSHIP OR TRAINING GRANT NO. 3T32DK007056-32A1S1		Includes ARRA Appointment							
3. NAME OF SPONSORING INSTITUTION STANFORD UNIVERSITY		4. SOCIAL SECURITY NO. XXX-XX-XXXX	5. DEGREE(S) EARNED/COMPLETION DATE(S) MD(01/1983), MS(01/1986), PHD(01/1993)						
6. DATES OF KIRSCHSTEIN-NRSA SUPPORT UNDER THIS AWARD (Month, day, year): FROM: 10/12/2008 TO: 09/12/2009									
7. TOTAL KIRSCHSTEIN-NRSA STIPEND RECEIVED AND NUMBER OF MONTHS SUPPORTED UNDER THIS AWARD (See specific instructions for Amount of Stipend)									
YEAR OF SUPPORT	AMOUNT OF STIPEND	NUMBER OF MONTHS	NUMBER OF DAYS	YEAR OF SUPPORT	AMOUNT OF STIPEND	ARRA	NUMBER OF MONTHS	NUMBER OF DAYS	
YEAR 32	916,666.00	11	1	TOTALS	916,666.00	Yes			
8. Provide a summary of training received and research undertaken during fellowship or trainee tenure. List publications, if any, resulting from the research during this period. List grants and career awards pending and received. If fellowship or training appointment is being terminated early, state reason.				9a. POST-AWARD INFORMATION: Complete chart below				9b. POST-AWARD POSITION TITLE, FIELD, NAME OF ORGANIZATION, CITY, AND STATE	
<input type="checkbox"/> Teaching <input type="checkbox"/> Research <input type="checkbox"/> Administration <input type="checkbox"/> Other	<input type="checkbox"/> Academic <input type="checkbox"/> For-profit <input type="checkbox"/> Government <input type="checkbox"/> Not For-Profit <input type="checkbox"/> Other	<input type="checkbox"/> Grad Student <input type="checkbox"/> Postdoctoral Researchers <input type="checkbox"/> Faculty: Tenure-Track <input type="checkbox"/> Staff Scientist <input type="checkbox"/> Other		10a. MAILING ADDRESS AFTER TERMINATION OF THIS KIRSCHSTEIN-NRSA SUPPORT (Street, city, state, zip code)				10b. TEL NO.	
9c. TEL NO.				E-MAIL:					
11. OTHER PHS SERVICE OBLIGATION SUPPORT <input checked="" type="checkbox"/> INHSC Scholarship: No of months: 1 <input checked="" type="checkbox"/> Kirschstein-NRSA: No. of months: 1				12. SIGNATURE OF FELLOW OR TRAINEE (See specific instructions)				DATE	

Figure 8: Termination Notice (TN) ARRP

eRA Commons Sponsored by National Institutes of Health
 Institution: Not Affiliated
 Authority: TAUSER TAADMIN TASUPERADMIN Log-out

Home xTrain Links eRA Partners Help
 Search for Grants Search For WIP Appointments and Terminations

Search For WIP Appointments and Terminations

Trainee Last Name: [] Trainee First Name: [] Grant # Type Act IC Serial Year Suffix PD Last Name PD First Name
 ARRA Funded Only
 Appointment Status Termination Status
 Pending Agency Review

Search Clear

1 - 3 of 3

Trainee Name	Grant Number	ARRA	Appointment Start Date	Appointment End Date	Termination Date	Program Director	Institution	Degree Level	Source	Appointment Status	Paper Signature Received?	Termination Status	Current Reviewer	View	Action
Chu, Ann	3T32DK007056-32A1E	Yes	10/01/2009	09/30/2010		COOPER, ALLEN D	STANFORD UNIVERSITY	POST-DOC	Electronic	Pending Agency Review	Payback: Yes Uncheck		2271: AGENCY	View 2271	Process 2271 Form
THOMAS, TOM	5T90DK070069-03		08/01/2006	07/01/2007		Gifford, David K	MASSACHUSETTS INSTITUTE OF TECHNOLOGY	PRE-BAC	Electronic	Pending Agency Review			2271: AGENCY	View 2271	Process 2271 Form
Gor, Beverly	5T32DK007056-31	Yes	07/02/2005	06/02/2006		COOPER, ALLEN D	STANFORD UNIVERSITY	PRE-BAC	Electronic	Pending Agency Review			2271: AGENCY	View 2271	Process 2271 Form

Figure 9: Search for WIP Appointments and Terminations Screen.

eRA Commons Sponsored by National Institutes of Health
 Institution: MASSACHUSETTS INSTITUTE OF TECHNOLOGY
 Authority: TRAINEE Log-out

Home Admin Personal Profile xTrain Links eRA Partners Help
 My Appointments and Terminations

Trainee Appointments and Terminations

1 - 1 of 1

Grant Number	ARRA	Appointment Start Date	Appointment End Date	Termination Date	Program Director	Institution	Degree Level	Appointment Status	Termination Status	Current Reviewer	View	Action
2T32GM008334	Yes	2001-01-01	2010-12-31		WITTRUP, KARL D	MASSACHUSETTS OF TECHNOLOGY	PRE-BAC	In-Progress PI		2271: WITTRUP, KARL D	View 2271	Form

Figure 10: Trainee Appointments and Terminations Screen



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[Home](#) [Admin](#) [Institution Profile](#) [Personal Profile](#) [Status](#) [eSNAP](#) [Internet Assisted Review](#) [xTrain](#) [Links](#) [eRA Partners](#) [Help](#)

My Grants

Termination Notice - Ruth L. Kirschstein National Research Service Award

Project Number: T32 GM 007377 Includes ARRA Appointment(s)

Termination Status:
Project Title: TRAINING IN MOLECULAR AND CELLULAR BIOLOGY
Institution: UNIVERSITY OF CALIFORNIA DAVIS
PD Name: ERICKSON, CAROL A

*indicates required field PHS 416-7 OMB No. 0925-0002

Trainee Personal Information

Before a research training appointment is terminated, trainees should review and update their personal information by using the Personal Profile link at the top of this page. Only information that may only be entered or modified by the trainee.

Last Name, First Name, MI: Cha, Byeong J

Address Line 1:
Address Line 2:
Address Line 3:
Address Line 4:

City, State, ZIP: . . .
Country:

*** Email:**
Phone:
Fax:

Degree(s) Earned/In Progress	Completion Date	Major/Minor	Degree Completed?
PHD	10/1/983	/	Y
BS		/	Y

Termination Date and Business Official submitting the Termination Notice to NIH

Termination Date:

***Business Official:**

Total Kirschstein - NRSA Support Under This Award

Support Year	Start Date	End Date	* Amount of Stipend	Standard Stipend Amount	ARRA	Number of	
						Months	Days
Year 30	07/01/2007	06/20/2008	45,817.00			11	20
Year 30	01/15/2008	01/14/2009	43428.0	43,428.00	Yes	12	0
Totals:							

Training Received

Provide a summary of training received and research undertaken during trainee tenure. List publications, if any, resulting from the research during this period. List grants and career awards pending and received. *If training appointment is being terminated early, state reason.* (2000 characters maximum)

Figure 11: Termination Notice ARRA Screen

ARRA - Display ARRA Flag in xTrain List of Grants Search and Trainee Roster Screens

xTrain will now include the following elements in support of the Recovery Act:

1. On the Search screen for the Signing Official (SO):
 - There is now a checkbox to select ARRA Funded Only grants
 - Content managed text was added to explain the search mechanism
2. On the Search Result screen:
 - The search results now include ARRA funded Grant(s)
3. On the Trainee Roster screen:

- The system now displays an ARRA Funded flag on the page

This flag will display for each year and supplement year funded with ARRA dollars.

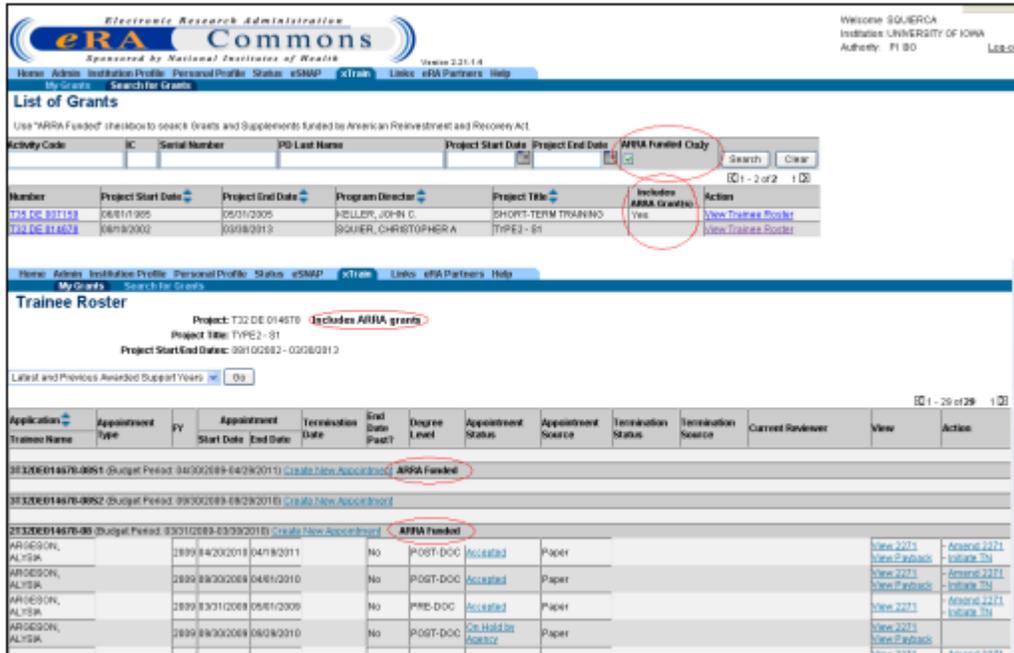


Figure 12: List of Grants Screen with ARRA Funded Flag

Commons Enhancements

Add Trainee and Post-doc Role to the List of Roles That Can Have Multiple Affiliations

This enhancement added the *Trainee* role and a *Post-Doc* role to the dropdown list of roles that can have affiliations with multiple institutions. Previously, only the Principal Investigator (PI) role could have multiple affiliations. The link was being displayed and shown for all roles even though it was not accessible. This was corrected as part of the June out-of-cycle release update.

Under the current release, the Create Affiliation link in the *Search Results* screen *Action* column will only be displayed for the PI, Trainee and Post-Doc roles. Users can now navigate to an individual's *Edit Profile* screen and add one or all 3 roles to that individual.

508 Compliance Changes

Commons system enhancements and changes were made in order to accommodate Section 508 Compliancy Standards requirements for Web forms and images. All Web forms and images in the following modules were remediated for the June OOC:

- Account
- Registration

- FCOI
- xTrain

Change the Label from 'Forgot Password' to 'Forgot Password or Locked Account'

On the eRA Commons Login screen, the **Forgot Password** link label that assisted a user if they forgot their password was changed to say **Forgot Password or Locked Account**.

This was an enhancement to the security aspect of the eRA Commons application. Users can have the system automatically generate a new password if they forget their password and they can unlock their account by having the system generate another password if they are locked out because of too many consecutive login attempts.

NOTE: This will not unlock an account that has been administratively locked by the SO.

The screenshot shows the eRA Commons home page. At the top, it says "Electronic Research Administration" and "eRA Commons Sponsored by National Institutes of Health". There is a navigation bar with "Home", "Links", "eRA Partners", and "Help". On the right, it says "Welcome Guest", "Institution: Not Affiliated", "Authority:", and "Version 2.21.1.13".

The main content area includes a "What's NEW on the COMMONS" banner, a "SYSTEM STATUS: All systems are available." message, and a "Support Tip" about web support. Below that is an "Electronic Submission Tip" about avoiding common errors.

The "Commons Login" section has a "Username" field, a "Password" field, and "Login" and "Reset" buttons. A new link, "Forgot Password or Locked Account?", is circled in red below the password field. A note indicates that "*" indicates a required field.

Other sections include "More Recent Features of Commons include:" with bullet points about xTrain, eSNAP, Reference Letters, and Internet Assisted Review (IAR). There is also an "About the Commons" section with links to "Scope and Purpose", "Frequently Asked Questions", "Grantee Organization Registration", "eRA Contacts", and "Enter eRA NIH Commons Demo". A "Links" section contains various utility links like "Commons Support Page", "CRISP", "eRA Home Page", "Electronic Application Submission", "Grants.gov", "iEdison", "Loan Repayment Program", "National Institutes of Health", and "Public Access Policy Page".

Figure 13: Home Page With New Forgot Password or Locked Account Link

Guidance Messages

There are now some screens within the eRA Commons system that display guidance messages, and content managed text and tips, on how to use a particular screen. For example, the *Just-In-Time* (JIT) screen now has guidance message text explaining the new functionality and rules of

the JIT submission process, including the new PDF upload documents and the counters for each element. (see Figures 14 and 15 below)

Electronic Research Administration
eRA Commons
Sponsored by National Institutes of Health

Welcome gl _asst2
Institution: UNIVERSITY OF CALIFORNIA SAN DIEGO
Authority: AO SO [Log-out](#)

Version 2.21.1.15

Home Admin Institution Profile Personal Profile **Status** eSNAP xTrain Links eRA Partners Help

Just In Time

Just in Time allows the Principal Investigator or Signing Official to provide Other Support, IACUC, IRB, and Human Subject Assurances Just In Time information directly to the NIH when that information is requested. **Although a PI may save this information through Commons, only an SO may submit it to NIH.** Once the information has been submitted to the NIH, it will be available for viewing in Status in the Other Relevant Documents section.

Other Support Documentation is always required. 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. If the specific date(s) is not available, you may not use this automated submission feature at this time. This version for electronic submission requires all data elements to be submitted at the same time. If some pieces of the requested information are delayed, all of the information must be submitted directly to the appropriate NIH Grants Management Office.

Figure 14: Just In Time – Guidance Message Button

NATIONAL INSTITUTES OF HEALTH
eRA Commons

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Just-In-Time

Prior to award, Just In Time (JIT) information for Other Support Documentation, IACUC, IRB, and Human Subjects Education may be submitted through the NIH eRA Commons when requested by NIH. Only Signing Officials (SO) may submit JIT information, with only one opportunity to submit JIT information automatically through the NIH eRA Commons. Other Support is always required. IACUC and IRB dates are also required if the application involves animal or human subjects. Human subjects education information is required for new key personnel on grants involving human subjects.

Figure 15: Guidance Message Additional Information Screen

Fixes

Reviewer Name is Missing from a Pioneer Meeting

Prior to this release, when a reviewer was simultaneously assigned to a Pioneer Meeting and a regular meeting, the Reviewer Name field would go blank when the user went back and forth between meeting screens. Specifically, this would happen when the user went to a *List of Applications* screen for a Pioneer meeting, then went to a *List of Meetings* screen, and then went to a regular meeting list. If the reviewer then went back to a Pioneer Meeting list again, the Reviewer Name in the heading of the page would be gone.

Electronic Research Administration
eRA Commons
Sponsored by National Institutes of Health
Version 2.21.1.4

Welcome Lu iy_REV2
Institution: Not Affiliated
Authority: IAR [Log-out](#)

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List of Applications

Meeting Title: Center for Scientific Review Special Emphasis Panel
Meeting Identifier: 2009/10 ZRG1 BST-A (12) X
Reviewer Name: Lu iy, M

Meeting Dates: 07/23/2009-07/23/2009
Reviews Due: 02/25/2009 07:00 PM
Eastern Standard Time / Eastern Daylight Time

[List of Meetings](#) [Meeting Materials](#)

Top 4 Designation		Application [Latest eAdditions Date]	Investigator	Title	Scores				Action
Top 4	Action				1	2	3	4	
Top 4	Clear	1 R01 CA134 -01	KITTAY, P	ZZ1236175468736 - R01-E2E-Mul-Pi-TST-PK... GRANT00505188					Submit/Edit
	Designate	1 R01 CA134 -01	PR, P	R01-PA09-001-TST-030109-PR-PKPR13-M1					Submit/Edit
Top 4	Clear	1 R01 A6032 -01	RAYE,	R01-PA09-001-TST-030609-E2EP1					Submit/Edit
	Designate	1 R01 CA134 -01	RRAPRIL, A	R01-PA09-001-TST-030609-E2E62-2					Submit/Edit

Contact [SRA/GTA](#) if you identify any conflicts or assignment discrepancies with IAR

Figure 16: List of Applications for a Pioneer Meeting with Name

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Top 4 Designation		Application [Latest eAdditions Date]	Investigator	Title	Scores				Action
Top 4	Action				1	2	3	4	
Top 4	Clear	1 R01 CA134 -01	KITTAY, P	ZZ1236175468736 - R01-E2E-Mul-Pi-TST-PK... GRANT00505188					Submit/Edit
	Designate	1 R01 CA134 -01	PR, P	R01-PA09-001-TST-030109-PR-PKPR13-M1					Submit/Edit
Top 4	Clear	1 R01 A6032 -01	RAYE,	R01-PA09-001-TST-030609-E2EP1					Submit/Edit
	Designate	1 R01 CA134 -01	RRAPRIL, A	R01-PA09-001-TST-030609-E2E62-2					Submit/Edit

Contact [SRA/GTA](#) if you identify any conflicts or assignment discrepancies with IAR

Figure 17: List of Applications for a Pioneer Meeting without Name

Resolution

This situation has been corrected so that when the user goes back and forth between various list screens, and ends up at the Pioneer Meeting list, the Reviewer Name in the heading of the page will now display.

Inconsistencies in Display of Action Links and Scores during EDIT

Previously, there were inconsistencies in the various displays of the Action links and Scores when the Scientific Review Officer (SRO) was in the Edit phase.

1. When submitting only Criterion scores for an unassigned reviewer, the Delete link only became available if the preliminary scores were entered along with criterion scores, or a critique had been submitted.
2. When submitting Criterion scores, preliminary scores, or both, and then going back to the List of Applications, the unassigned reviewer would have no Action links at all.
3. When a Discussant would submit Criterion scores with a critique and go back to the List of Applications to delete just the critique, only the Submit link was available.

Resolution

When logged in as a Reviewer in the Edit phase, the option to *Allow Unassigned to Submit Scores without a Critique* was switched to YES.

When logged in as a Discussant in the Edit phase, the option to *Allow Discussants to Submit Scores without a Critique* was changed to YES.

When a Discussant clicks on the Submit link to go to the *Submit Critique and Score* screen, the scores are not on that screen but are available on the voter sheet.

Create Affiliation Role Displayed to All

An affiliation can be created for users who have submitted grants/applications but are not affiliated with a particular Institution. When searching for individuals that have not been affiliated with an institution, the **Create Affiliation** hyperlink was being displayed within the *Action* column and was visible for all to see.

Resolution

This was fixed so that the **Create Affiliation** hyperlink actively displays in the *Action* column for the Principal Investigator (PI), Trainee, and Post-Doc roles only.

Times Revised in the Status Search Screens

In the General Status Detail section of the *Status Search* screen, the Latest Submitted Date and the Times Revised were not showing on the Just-In-Time (JIT) *Status Detail* page.

Resolution

Just-In-Time (JIT) reports can be submitted more than once as long as at least one field element has been filled in. Therefore, the JIT submission date and the number of times the report was submitted or revised will now be displayed on one screen by clicking the JIT hyperlink on the *Search Results – Just-In-Time* screen.

Status Result - Just In Time

Important: The NIH provides the JIT (Just in Time) link in the Commons for applications receiving a percentile of less than 30 or for applications receiving a priority score of between 100 and 300 if no percentile is provided. Please await instructions from the NIH on whether to complete this information. Furthermore, there is a system problem with the Commons, which shows the JIT link for NRSA applications (Fellowships and Training applications). Please do not submit the JIT information for these types of applications through the Commons. Please submit JIT information for training grants and fellowships through email or fax. Finally, JIT requires a Signing Official (SO) at your institution to send the request to the NIH. Thank you for your cooperation.

Application ID	Proposal Title	PI Name	Application Status	Status Date	Action
1K02AG027724-01A2	Exercise and Age-Related Arterial Stiffening: Cellular and Molecular Mechanisms	TANAKA, HIROFUMI	Council review completed	09/26/2007	JIT
1K22CA120588-01A2	Inhibition of aryl hydrocarbon-induced signal transduction	CIOLINO, HENRY P	Council review completed	09/18/2007	JIT Times Revised (1)
1R03CA133924-01	Identification of Flavonoid Metabolites	BRODBELT, JENNIFER S	Council review completed	02/07/2008	JIT Transmittal Sheet

Figure 18: Search Results – Just In Time Screen

When the Application JIT is opened, the *Just-In-Time* screen now shows the last submitted date (MM/DD/YYYY) and the number of times the JIT was submitted.

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/phs398/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	1
Budget Upload:			NOT UPLOADED	
Other Upload:			NOT UPLOADED	

IACUC Date in MM/DD/YYYY format:

The institution must verify approval by the Institutional Animal Care and Use Committee (IACUC) of those components of the application related to the care and use of animals. By specifying a date and saving this form you confirm that IACUC approval of this application was granted on that date. If the IACUC required any modifications in the care or use of animals as described in the Research Plan, those changes must be submitted to the appropriate NIH Grants Management office. The OLAW Assurance Number listed for your Institution is .

Figure 19: JIT Screen with Date and Number of Submissions

NOTE: Although there are three buttons (Submit, Save, and View Just In Time Report) at the bottom of the screen, only the **Save** and **View Just In Time Report** buttons are active to the Principal Investigator (PI) until after the Save button has been selected. The Signing Official (SO) has access to all three buttons.

xTrain

Sorting on the Trainee Roster Screen with the Supplement

Previously, the Trainees would not display correctly under the main grant and under the Supplement (S1 and S2).

Resolution

A fix was initiated when sorting on the *Trainee Roster* screen when there is a supplement involved and now the Trainees will display correctly under the main grant and under the Supplement (S1 and S2).

Grant Summary Screen Displays Incorrect Number of Slots Registered for the Grant

The *Grant Summary* screen was displaying the incorrect number of slots registered for the grant on the *Trainee Roster* screen.

Resolution

The number of Accepted Appointments for pre-doc, post-doc, etc. includes only the total number of appointments with Accepted status (does not include Terminations with Accepted status) and now matches the results displayed in the *Trainee Roster* screen. The estimated number of trainees now matches the results displayed in Grants Management Module (GM) for the corresponding grant.

xTrain Should Not Allow Overlapping Appointments Unless One Is An Amendment

Previously, xTrain would only generate a warning for overlapping appointments.

Resolution

The Overlapping Appointment condition will now generate an Error instead of a Warning. xTrain will not allow any overlapping appointments regardless of whether a grant is ARRA funded or not. xTrain will now check to see if the grant is an amendment and if it is, will now allow overlapping with the original appointment dates. If it is not an amendment, the system will present an error.

xTrain - ARRA Grant Flag and Grant Number Do Not Display When Errors Display on Appointment Form

Previously, when the following error message was displayed on the *Statement of Training Appointment* screen, the Grant/Supplement field on the Appointment form did not display the Grant Number and ARRA flag:

There is another existing appointment for Trainee on Grant. The start and end dates of the new appointment cannot be within the start and end date of existing appointment for the Trainee.

Resolution

Now, when overlapping appointments occur, the Grant/Supplement field on the Appointment form will display the Grant Number and any relevant ARRA flags.

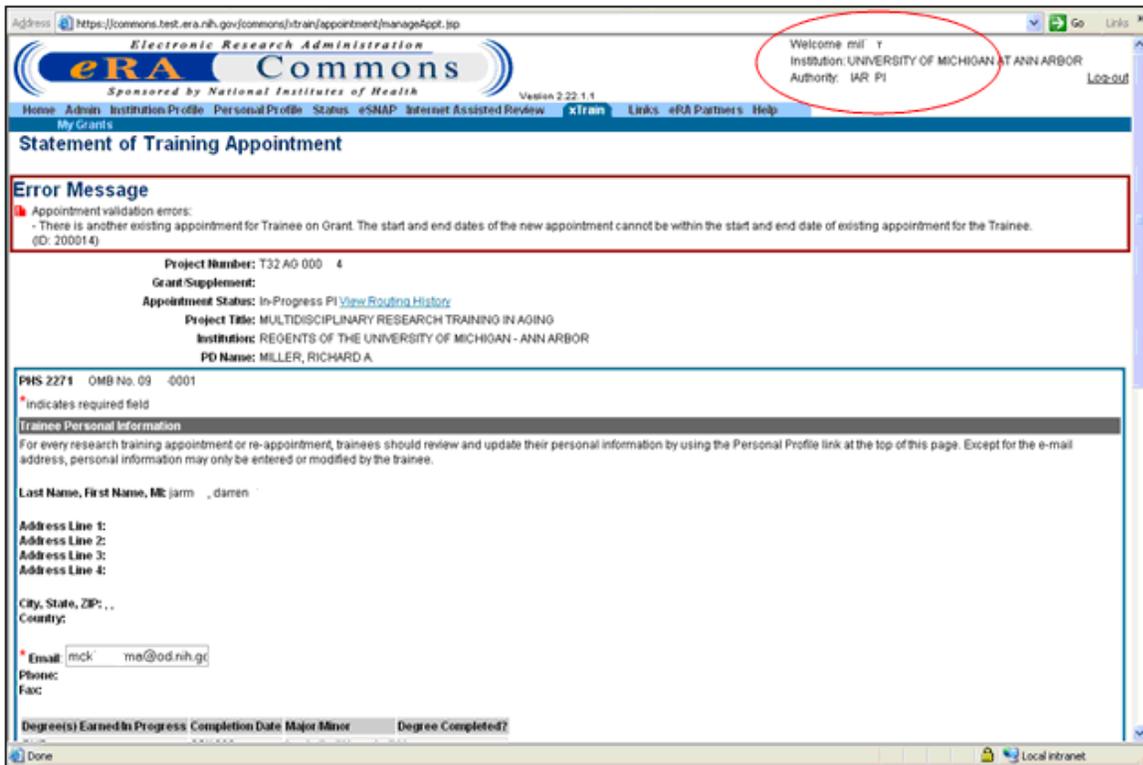


Figure 20: Statement of Training Appointment Screen Error Message



Figure 21: Training Appointment Screen