

eRA Commons Version 3.11.0.7 Release Notes

New Features

RPPR

RPPR Required for Multi-Year Funded Awards Progress Reports

Progress reports for NIH multi-year funded awards (i.e., project period and budget periods are the same and are longer than one year) now must be submitted using the RPPR module in Commons.

As they do with incrementally-funded awards, grantees are able to initiate multi-year funded award progress reports via the *Status* screen in Commons. Status displays the links for a multi-year funded award progress report as **RPPR Year <X>**, where <X> represents the reporting year. After initiation, the process for completing and submitting the reports is the same as it is for incrementally-funded awards.

Refer to the *NIH Research Performance Progress Report (RPPR) Instruction Guide* for additional information (http://grants.nih.gov/grants/rppr/rppr_instruction_guide.pdf).

The screenshot shows a table titled "Status Result - List of Applications/Grants" with the following columns: Application ID, Grants.gov Tracking #, Proposal Title, PI/PI Name, eSubmission Status, Current Application Status, Status Date, and Action. The table contains three rows of data. The second row, for application 1R15CA234567-01A1 (MPI), has "RPPR Year 2 | RPPR Year 3" highlighted in red in the Action column. Below the table are buttons for "Export to Excel", "Show Query", and "Print Hillist".

Application ID	Grants.gov Tracking #	Proposal Title	PI/PI Name	eSubmission Status	Current Application Status	Status Date	Action
1R03CA123456-01	GRANT12300001P	All's Well That Ends Well with Advancements in Medicine	SHAKESPEARE, WILLIAM	Submission Complete	Administratively Withdrawn by IC	11/08/2011	Transmittal Sheet
1R15CA234567-01A1 (MPI)	GRANT11111111P	A Midsummer Night's Dream and Other Known Sleeping Disorders	SHAKESPEARE, WILLIAM	Submission Complete	Awarded, Non-fellowships only	02/24/2010	RPPR Year 2 RPPR Year 3 Transmittal Sheet Admin Supplements
1R15CA654321-01	GRANT12345678P	The Two Noble Kinsmen: A Study on Genetics and DNA	SHAKESPEARE, WILLIAM	Submission Complete	Pending IRG Review	07/17/2013	Transmittal Sheet

Figure 1: RPPR Links for Multi-Year Funded Awards

RPPR Available for AHRQ Fellowship Awards

Progress report submission using the RPPR module is now available for Agency for Healthcare Research and Quality (AHRQ) fellowship awards. AHRQ will require its Fellowship grantees to use the RPPR module in 2014 and will transition other AHRQ awards to RPPR later in the year.

Refer to the guide notice for more information on this transition is available in the guide notice: <http://grants.nih.gov/grants/guide/notice-files/NOT-HS-14-003.html>.

NOTE: The RPPR module includes references to NIH Grants Policy Statement, 8.1.2 requirement that significant changes in objectives and scope require prior approval of the agency; for AHRQ awardees the analogous requirement is in the [HHS Grants Policy Statement](#) under Prior-Approval Requirements.

Modified the Submission Certification Statement for RPPRs

Modifications have been made to the text of the Certification Statement agreed to by SOs (and delegated PD/Pis) when submitting an RPPR to Agency. The following text – note the changes in bold – now displays after the **Submit** button is selected:

*In submitting this RPPR, the SO (or PD/PI with delegated authority), certifies **to the best of his/her knowledge** that the grantee organization is in compliance with the terms and conditions specified in the Notice of Award and Grants Policy Statement, and verifies the accuracy and validity of all administrative, fiscal, and scientific information in the progress report. The SO (or PD/PI with delegated authority) further certifies that the grantee organization will be accountable for the appropriate use of any funds awarded and for the performance of the grant-supported project or activities resulting from the progress report. Deliberate withholding, falsification, or misrepresentation of information could result in administrative actions such as withdrawal of a progress report, suspension and/or termination of an award, debarment of individuals, as well as possible criminal penalties. The grantee institution may be liable for the reimbursement of funds associated with any inappropriate or fraudulent conduct of the project activity.*

RPPR Now Displays Publications for All PIs Associated with the Grant

Previously, when retrieving publications from the National Center for Biotechnology's My NCBI tool to display on the **C1 Publications** section of the report form, the RPPR module only picked up the publications of the Contact PI. In the case of multi-PI grants, the publications of other PIs were omitted from the list.

The RPPR module has been modified to account for multi-PI grants. RPPR now retrieves publications for all PIs associated with the grant and displays them on the **C1 Publications** section of the report form.

New Indirect Cost Warning Message on Budget Form Validation

A new warning message displays when validating **Section H Budget** of the RPPR for indirect costs on multi-project awards. The warning is triggered when at least one component of the award is led by an organization that has a DUNS number different than that of the grantee organization. The message is as follows:

This RPPR includes at least one component led by an organization that has a DUNS different than the grantee organization. The indirect cost calculation for the grantee organization may not include all allowed Indirect Costs for the first \$25K of required consortium costs and, therefore, may appear less than expected. No action is required from the grantee. NIH will make an appropriate correction to the budget calculations administratively.

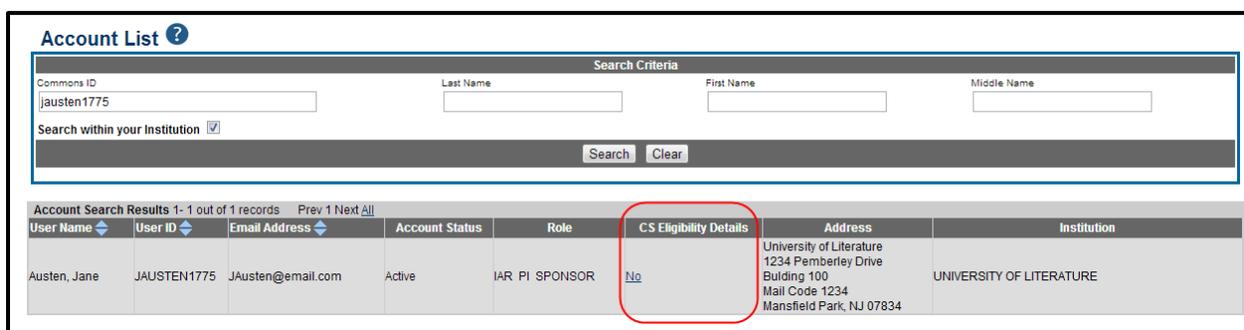
Admin

New Status Details Link Added to Advanced Accounts Search Results

The *Advanced Search* screen in the Accounts module has been modified. The **CS Eligibility** checkbox search parameter has been removed, and in its place the new **CS Eligibility Details** column has been added to the **Advanced Search Results**.

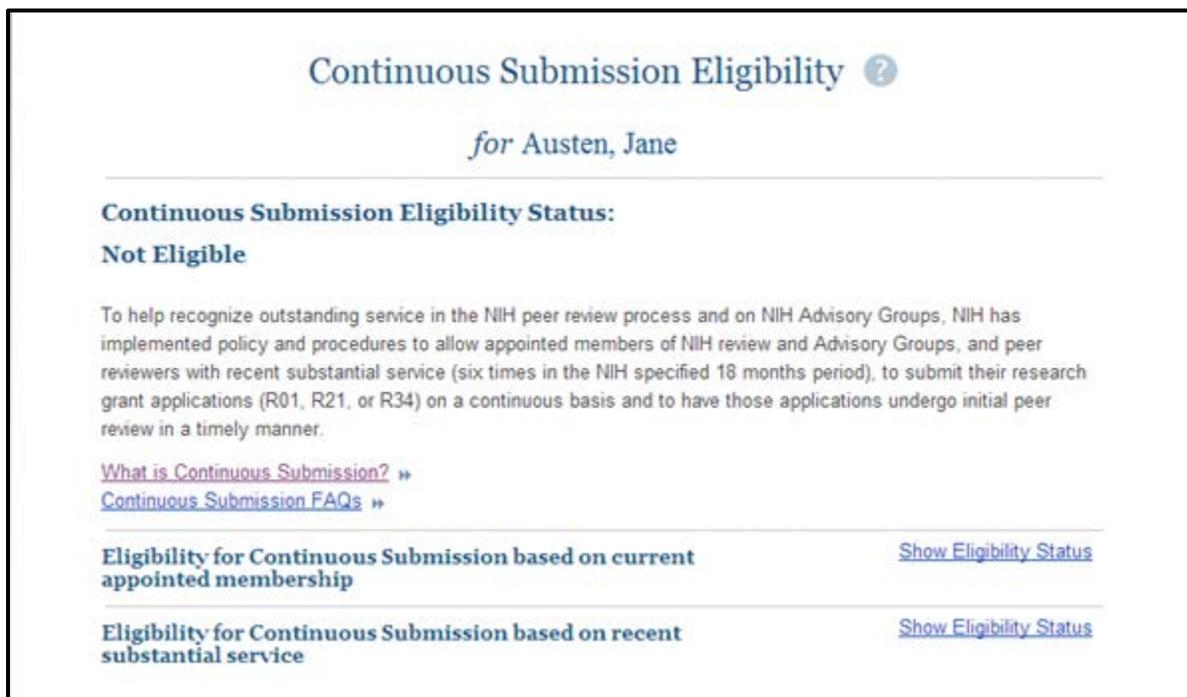
The information in this column indicates whether the person associated with the displayed record is eligible for Continuous Submission. Either a **Yes** or a **No** value will exist in the column, both of which are displayed as a hyperlink.

Select the link to display the details of the person's Continuous Submission Eligibility. This screen is the same information displayed when a person views the **Reviewers** component of their Personal Profile ([Refer to Figure 6 below for the Reviewers component](#)).



Account List ?							
Search Criteria							
Commons ID	Last Name	First Name	Middle Name				
<input type="text" value="jausten1775"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
Search within your Institution <input checked="" type="checkbox"/>							
<input type="button" value="Search"/> <input type="button" value="Clear"/>							
Account Search Results 1- 1 out of 1 records Prev 1 Next All							
User Name	User ID	Email Address	Account Status	Role	CS Eligibility Details	Address	Institution
Austen, Jane	JAUSTEN1775	JAusten@email.com	Active	IAR PI SPONSOR	No	University of Literature 1234 Pemberley Drive Building 100 Mail Code 1234 Mansfield Park, NJ 07834	UNIVERSITY OF LITERATURE

Figure 2: CS Eligibility Details Column on Advanced Search



Continuous Submission Eligibility ?

for Austen, Jane

Continuous Submission Eligibility Status:
Not Eligible

To help recognize outstanding service in the NIH peer review process and on NIH Advisory Groups, NIH has implemented policy and procedures to allow appointed members of NIH review and Advisory Groups, and peer reviewers with recent substantial service (six times in the NIH specified 18 months period), to submit their research grant applications (R01, R21, or R34) on a continuous basis and to have those applications undergo initial peer review in a timely manner.

[What is Continuous Submission? »](#)
[Continuous Submission FAQs »](#)

Eligibility for Continuous Submission based on current appointed membership [Show Eligibility Status](#)

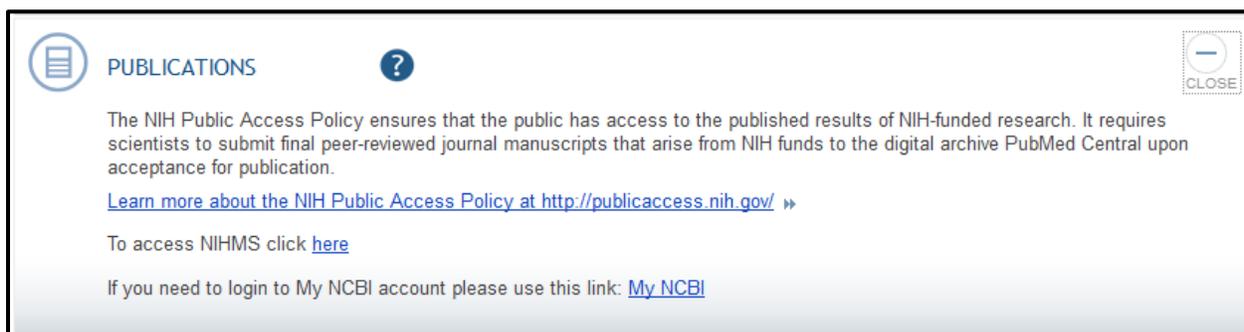
Eligibility for Continuous Submission based on recent substantial service [Show Eligibility Status](#)

Figure 3: Continuous Submission Eligibility for Selected Person

Personal Profile

My NCBI and NIHMS Links Added to Publication Component

The **Publication** component of the Personal Profile has been modified to include links to the NIH Manuscript Submission System (NIHMS) and to the National Center for Biotechnology's My NCBI tool.



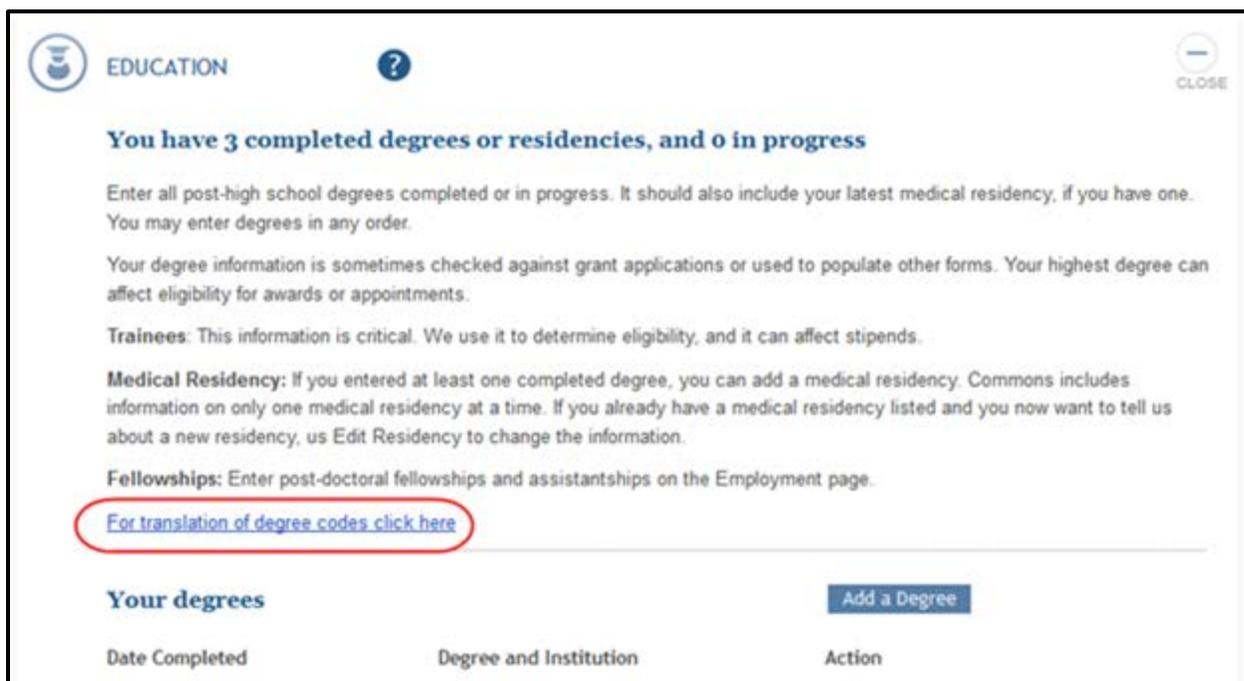
The screenshot shows the 'PUBLICATIONS' section of the Personal Profile. It features a header with a document icon, the word 'PUBLICATIONS', a question mark icon, and a 'CLOSE' button. The main content area contains a paragraph explaining the NIH Public Access Policy, a link to learn more about the policy, and two additional links: 'To access NIHMS click here' and 'If you need to login to My NCBI account please use this link: My NCBI'.

Figure 4: Publications Component of the Personal Profile

Education Component of Personal Profile (Edit Mode) Now Includes Link to Degree Codebook

The **Education** component of the Personal Profile has been modified to include a link for accessing the Degree Codebook. Selecting the link prompts you to open or locally save the degree_codebook.xlsx, which is an Excel document providing a translation of degree codes.

The link only displays while **Education** is open in edit mode.



The screenshot shows the 'EDUCATION' section of the Personal Profile. It features a header with a graduation cap icon, the word 'EDUCATION', a question mark icon, and a 'CLOSE' button. The main content area contains a summary: 'You have 3 completed degrees or residencies, and 0 in progress'. Below this is a paragraph explaining the purpose of the education information. There are three sub-sections: 'Trainees', 'Medical Residency', and 'Fellowships'. A red oval highlights a link: 'For translation of degree codes click here'. At the bottom, there is a section titled 'Your degrees' with an 'Add a Degree' button and a table with columns for 'Date Completed', 'Degree and Institution', and 'Action'.

Figure 5: Education Component of Personal Profile

Reviewer Section Modified for Continuous Submission Eligibility

Continuous Submission Eligibility Status section on the **Reviewer** component of the Personal Profile has been modified. Updates to the section include the following:

- Brief explanatory paragraph on Continuous Submission Eligibility
- **Continuous Submission FAQs** link
- New section showing **Eligibility for Continuous Submission based on current appointed membership**
- New section showing **Eligibility for Continuous Submission based on recent substantial service**, including drop-down list for selecting a specific fiscal year

This information is available in both the Edit and View modes.

Continuous Submission Eligibility Status:
Eligible Until 08/16/2019 5:00 PM ET

To help recognize outstanding service in the NIH peer review process and on NIH Advisory Groups, NIH has implemented policy and procedures to allow appointed members of NIH review and Advisory Groups, and peer reviewers with recent substantial service (six times in the NIH specified 18 months period), to submit their research grant applications (R01, R21, or R34) on a continuous basis and to have those applications undergo initial peer review in a timely manner.

[What is Continuous Submission?](#) »
[Continuous Submission FAQs](#) »

Eligibility for Continuous Submission based on current appointed membership [Hide Eligibility Status](#)

Eligible Committee Service Terms

From:	To:	Committee Name:
07/01/2013	06/30/2019	IRG

Eligibility for Continuous Submission based on recent substantial service [Hide Eligibility Status](#)

Fiscal Year 2015 (08/16/2014 - 09/30/2015) ▾

Your Status For Fiscal Year 2015 (08/16/2014 - 09/30/2015), you are not eligible for Continuous Submission based on your recent substantial service.

You participated in 1 meeting(s) from 01/01/2013 to 06/30/2014.

[What do I do if meetings that I think should count are missing from this list?](#)

Starting January 2014, multiple meetings started on the same day will count as 1 toward Continuous Eligibility.

- 07/25/2013 at ABCD Meeting 2013/10 XYZ SRO: Dewey Decimal

Figure 6: Continuous Submission Eligibility Status on Reviewer Component of Personal Profile

Accounts

Ability to Create System Accounts with Certificate Authentication

The Accounts module has been modified to allow for the creation of system accounts with certificate authentication. The ability to create these accounts is limited to only those user roles holding certain privileges.

System accounts are specified by selecting the *System* option from the **User Types** drop-down before creating the account. By selecting the user type of *System*, the **Create Account** screen provides the appropriate fields for creating a system account, including the fields for adding certificate information (e.g., **Certificate Owner**, **Certificate Serial Number**).

More steps on completing the process, refer to the Account Management System (AMS) Online Help: <http://era.nih.gov/erahelp/AMS/Default.htm#cshid=2>

Accounts Module Now Allows Searching, Modifying, Viewing System Accounts

The Accounts module has been enhanced to allow searching for and modifying system accounts. Only those users with certain privileges may search for and view system accounts.

To search for these accounts, users should select the *System* option from the **User Types** drop-down menu on *Search Accounts* screen. From the search results, accounts can either be viewed or modified.

For system account types, the *Modify Accounts* screen includes the following information which can be updated:

- **Certificate Owner**
- **Certificate Provider/Authority**
- **Certificate Serial Number**
- **Contact Information** (First, Middle, and Last Names and E-Mail address)

The *Modify Accounts* screen also includes the ability to add and delete roles.

The same information is available in read-only format from the *View Accounts* screen.

For more information on searching and modifying system accounts, refer to the Account Management System (AMS) Online Help for the following topics:

Search/View Accounts: <http://era.nih.gov/erahelp/AMS/Default.htm#cshid=1>

Modify Accounts: <http://era.nih.gov/erahelp/AMS/Default.htm#cshid=4>

Commons Overall

Modifications Made to Accommodate Expanded Project Title Length

Throughout the Commons system screens, **Project Title** fields have been expanded to accept 200 characters.

Administrative Supplements Screen Help Now Available

The help icons on the screens of the Administrative Supplements module now access the Commons Online Help system for the specific screen. Previously, Administrative Supplements help was only available by launching the Commons Online Help from another screen (or via the URL) and searching for Administrative Supplement topics.

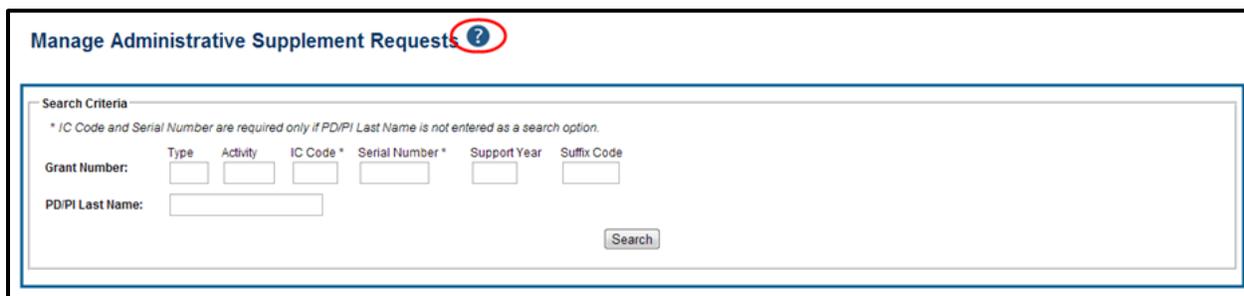


Figure 7: Sample Administrative Supplements Help Icon

Fixes

Corrected the Format of New Trainee Account Email

Previously, the subject of the email generated and sent to a PI for new Trainee account user was in an incorrect format. The subject of the email referenced the new account username instead of the new user's first and last name.

Resolution

The subject of the email received by a PI when a new Trainee account is activated is as follows:

eRA <System Name>: Trainee [Trainee Name] registered for Account

Corrected the Display of xTrain Grants for PIs Given the ASST Role

Previously, when a PI user was given the additional role of ASST, all grants for that PI previously appearing in xTrain disappeared. When the ASST role was removed, the grants reappeared in xTrain.

Resolution

This issue is resolved. Adding the ASST role no longer affects the display of a PI's grants in xTrain.

Corrected the Stipend Amount Displayed on Termination Notice

Previously, the Termination Notice PDF displayed the incorrect stipend amount. The reason for this was that the NRSA support section incorrectly displayed the appointment stipend amount rather than the stipend on the termination notice.

Resolution

This issue has been resolved.

Fixed the Grant Number Displayed in Action Notices Sent to BOs

Previously, system-generated action notices (e.g., 14 day inactivity notice) sent to BOs displayed the word *null* in the **Grant** field for fellowship awards.

Resolution

This issue has been resolved by a fix to the database query used to retrieve the fellowship grant number for these notices.

Corrected the Issue of Notifications Being Sent to the Wrong Trainee

Some email notices intended for Trainees were being sent to other Trainees with separate appointments on the same grant. This issue would occur when an appointment for one Trainee was worked on immediately after that of another Trainee. The system retained the information of the first Trainee's appointment and copied that user's email address when sending out the notification to the Trainee of the appointment currently being worked on.

Resolution

A change has been made to the xTrain code to resolve this issue.

Addressed a Personal Profile Issue Affecting the Deletion of Employment Records

Previously, some users were having difficulty deleting jobs from the **Employment** component of the Personal Profile. When jobs were deleted and the Personal Profile saved, the following message may have displayed:

Your request could not be completed due to an unexpected error.

Resolution

This issue has been resolved.

Fixed Notification Issue for PIs with Multiple Affiliations

An issue was reported that resulted in the wrong institution receiving notifications about the submission of Closeout documents submitted by a PI with multiple affiliations. In this instance, the notification was sent to the organization under which the PI was currently logged into Commons rather than to the institution holding the grant.

Resolution

This issue has been resolved.

Corrected Issue Saving Accomplishments on RPPR for Complex Grants

Previously, there was an issue saving information entered for question B1 in the **Accomplishments** section of the RPPR for multi-project awards. The error only occurred for individual components of multi-component awards.

There were no issues saving question B1 for single-project awards or for the Overall component of multi-project awards.

Resolution

This issue has been resolved.

New Citizenship Status Option Added to Personal Profile

Previously, the **Citizenship Status** section of the Personal Profile **Name and ID** component (Edit mode) did not include an option for pending permanent U.S. residence.

Resolution

A new option has been added. The third radio button called **Permanent Resident of U.S. Pending** is now available under the **Non-U.S. Citizen** choices of the **Citizenship Status** component.



Citizenship Status

*What country are you a citizen of? UNITED STATES

*Status in the United States

U.S. citizen or non-citizen national

Non-U.S. Citizen

With a permanent U.S. resident visa

Not residing in the U.S.

Permanent Resident of U.S. Pending

Figure 8: Citizenship Status Section of Personal Profile Name and ID