Commons Version 2.27.0.0 eSNAP, MyBib, xTrain, and Commons Release Notes

New Features

eSNAP

Upload Science Screen Now Features Sortable Columns for Publications

The *Upload Science* screen now features columns that are sortable. Clicking the arrows on the sortable columns will sort or reverse the sort of the data.

For the October Release, the sort will be as follows:

- **Valid NIHMSID** (No, Yes, Blank)

- **Associate with this eSNAP** (checked, unchecked)

- **Citation Source** (MY NCBI, NIHM, PUB MED, PMC, PD/PI Entered)

Publications				
Valid NIHMSID ⬍	Associate with this eSNAP ⬍	Citation Source ⬍	Citation ID	Citation Text
		Save Back		

Figure 1: Upload Science Screen with Sortable Columns

eSNAP to Only Accept PDF Files for Upload

The *Upload Science* and *Edit Business – SNAP and Other Progress Report Questions & Checklist* screens will now only accept PDF files for upload. If a file format other than PDF is uploaded, the following message will display:

Invalid File Extension: doc

Personal Profile - Publications

List of Publications Screen Now Features Sortable Columns

The *List of Publications* screen now features columns that are sortable. Clicking the arrows on the sortable columns will sort or reverse the sort of the data. The columns that can be sorted and the default order of the data are as follows:

- **Valid NIHMSID** (No, Yes, Blank)

- **Citation Source** (MY NCBI, NIHM, PUB MED, PMC, PD/PI Entered)

- **Grant Number** (Activity code, IC, serial number)

- **Paper-Grant Association** (Proposed, Added to eSNAP, PI Confirmed, Rejected, Official, Null)

Publications						
Valid NIHMSID ⬍	Citation Source ⬍	Citation ID	Citation Text	Grant-Paper Association		Action
				Grant # ⬍	Status ⬍	

Figure 2: List of Publications Sortable Columns

Ability to Add Citations in Commons Removed

Project Director/Principal Investigator (PD/PIs) are now unable to enter citations manually into eRA Commons and must use My NCBI's My Bibliography tool to manage their professional bibliographies. Additionally, all PD/PI entered citations that currently exist in Commons must be moved to My Bibliography prior to the October Release. PD/PI citations that were not moved to My NCBI (National Center for Biotecnology Information) system will no longer be visible in Commons.

NOTE: Please refer to the communications notice at http://grants.nih.gov/grants/guide/notice-files/NOT-OD-10-103.html for more details about this integration.

The steps to move citations to My NCBI – My Bibliography are as follows:

- Log in to eRA Commons at https://commons.era.nih.gov/commons/

- Click on the *Personal Profile* tab, then on the *Publications* tab, to read the *List of Publications*

- The **Citation ID** column displays the citation's PubMed Central Reference Number (PMCID) or PubMed reference number (PMID) (if available); if unavailable, the column will display the citation's NIHMS ID

- Copy the PMCID or PMID from Commons and paste it into the search field in My Bibliography and the system will automatically pull up the desired citation (provided that all information is entered accurately)

Additional information can be found at http://era.nih.gov/ncbi/my_ncbi.cfm.

xTrain

Fellowship Grants to be Displayed Under Prior NRSA Support

In addition to data for the current award, data displayed on the *PHS 2271* form also will include all National Research Service Award (NRSA) support (both paper and electronic) including fellowship grants (F30, F31, F32, and F33) that a trainee had prior to the current award.

Figure 3: Prior NRSA Support On PHS 2271 Form

Fellowship grants also will be listed under the Other PHS Service Obligation Support section of the Termination Notice form.

KM1 Institutional Career Development Awards Supported in xTrain

National Institute of Health (NIH) has added a new K (Careen Development) activity code (KM1) to support institutional career development awards using Recovery Act funds. xTrain has been modified to accept KM1 appointments. The KM1 award will be treated in the same manner in xTrain as K12 and KL2 awards.

KM1 Activity Type Listed on the My Grants Screen

The activity code supported in the xTrain document accessed through the *My Grants* screen will now include KM1 in its list of supported activity codes. KM1 represents institutional career development awards using Recovery Act funds.

Figure 4: Link To List of Activity Codes Currently Supported In xTrain

Figure 5: Activity Codes Supported In xTrain

In addition, the KM1 activity code will also be included in the text for the *Trainer Roster* screen as follows:

Termination notices should not be used for K12, KL2, KM1, R90, and R25s unless specifically instructed to do so by the NIH awarding IC. If an appointment ends early, the PD/PI should document the new end date by submitting an amended appointment form.

Figure 6: Trainee Roster Notes and Tips

Modified Process for Early Termination

Currently, if a trainee terminates early and there is an existing future appointment, reappointment, or amendment for the same trainee, the future appointment would have the early termination date.

This process has been modified so that if trainee terminates early only the appointment that is being terminated, as well as all previous appointments, would get terminated with the early termination date. Any future appointments, including the ones in the same budget period, will not get terminated.

In addition, the **Initiate TN** link in the **Action** column of the *Trainee Roster* screen will not display if there is an existing Work in Progress (WIP) appointment for the same trainee.

NOTE: The current process for regular terminations will not change. For example, if Year Two is terminated, and there is a Year Three appointment, both will be terminated with the Year 3 end date (i.e., last appointment end date).

Ability to Submit Appointments to the Agency in Batch

Currently, PD/PI can submit only one training appointment to the Agency at a time. xTrain has been modified to give PD/PIs the ability to submit appointments to the Agency in batch.

If there is an error or a warning, the PD/PI will be able to review errors and warnings for each appointment.

If a validation error is generated for one appointment in the batch, the PD/PI will be presented with an option to de-select this appointment from the batch and re-submit all other appointments that don't have errors or that have only warnings.

A new *Pending Submissions* screen has been added to xTrain, and it is accessible from the *My Grants* screen by selecting the **View Pending Submissions** link.

Figure 7: My Grants Screen With View Pending Submissions Link

Figure 8: Pending Submissions Screen

Figure 9: Pending Submissions Screen with Warning Message

Commons

Federal Financial Report (FFR) Pilot for Select Institutions

The Federal Financial Report (FFR - SF425) is replacing the Financial Status Report (FSR - SF269). In the near future, a new FFR/FSR tab in eRA Commons will allow grantee organizations to submit Federal Financial Reports (FFRs) electronically. Several organizations have volunteered to participate in a pilot of the Commons FFR feature from August until the next software release in October. Organizations participating in the pilot will be automatically redirected to the FFR feature if they try to select FSR. Pending successful completion of the pilot phase and the July and October software releases, FFR will be opened to all NIH grantee institutions as of the October release.

FSR Mechanism for ARRA and non-ARRA Funded Grants and Supplements

Commons will allow users to submit one *Financial Status Report* (FSR) when both the parent grant and supplement(s) are ARRA funded. If the supplement is completed before the parent grant, it will not be included in the search for due *FSR*s until the parent grant is completed. When the parent grant is completed, both the parent and the supplement will show up in the search for due *FSR*s.

Modification to NI/ESI Status Calculations Based Upon Specific Account Roles

If PI, IAR, Trainee, and/or Post Doc roles are added to a person's account, the NI/ESI eligibility status, located on the *Personal Profile – Degrees/Residency* screen, will be calculated and updated where applicable. The New Investigator (NI) eligibility status will be updated in the NIH internal system.

IPF Screen to Display All Institutions as eSNAP Eligible

The submission of eSNAP is now mandatory for SNAP awards. All institutions will be made to complete an eSNAP. The mechanism that allowed Signing Official (SOs) to enable or disable eSNAP for an institution will be removed.

Fixes

eSNAP

Save & New Button Not Working Properly in Edit Business – All Personnel

Previously, when data was entered into the *Edit Business – All Personnel* screen in *eSNAP* and the **Save & New** button was clicked, the information was saved, but the data fields were not cleared for the entry of new data.

Resolution

This issue has been fixed. When the **Save & New** button is clicked after entering data, the data will be saved, and the data fields will be cleared so that additional data can be entered and saved.

Inclusion Enrollment Report Table Not Calculating/Pre-Populating Data Entry Information in Total Fields

Previously, when any of the enterable fields were updated in the *Inclusion Enrollment Form*, the **Total of All Subjects** fields were not reflecting the changes and automatically calculating the new values.

Resolution

This issue has been fixed. The values of **Total of All Subjects** fields will be automatically calculated and displayed based on updates made to the form.

xTrain

Initiate TN and Amend 2271 Links Display for an Appointment When an Amendment is Created and in WIP

Previously, when an amendment has been created for an accepted appointment, re-appointment, or another amendment, and this newly created amendment is still in WIP status, the **Amend 2271** and **Initiate TN** links were displaying for the appointment in the **Action** column of the *Trainee Roster* screen.

Additionally, the **Amend** link was displaying even if the termination process had been initiated (i.e., Termination in WIP status exists for the appointment).

Resolution

This issue has been fixed. When an amendment that was created for original appointment is in WIP status or the termination process has been initiated and is in WIP status, the **Initiate TN** and **Amend 2271** links will not be displayed.