Commons Version 2.28.0.0 Release Notes
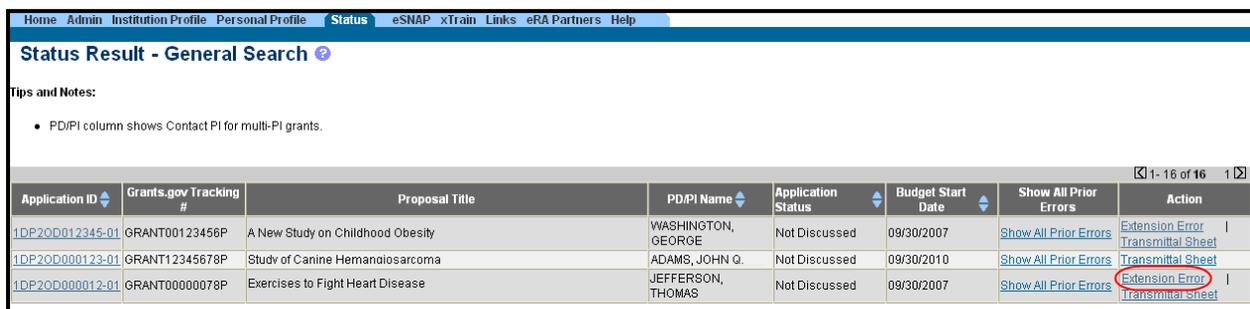
New Features

Process Changes Due to Financial Systems Integration

NIH has integrated its grants processing and financial systems. This initiative is required for NIH to comply with the Anti-Deficiency Act and recent 2010 Congressional appropriation directives. Process changes, including updated business rules, have been implemented to support this new functionality. The following area has been affected:

Extension

When an Extension without cost is submitted for a grant, but cannot be processed due to an internal business error, the **Extension** link on the *Status Result – General Search* screen will be changed to **Extension Error**.

Figure 1: Extension Error Link Displays When Extension Cannot Be Processed

Additionally, this link will continue to be displayed until the error has been corrected. There will be instruction on whom to contact if you need to have the error corrected before resubmitting. Once the error has been corrected, the No Cost Extension will be processed, and the appropriate eNotifications will be sent.

xTrain

Updated Links on the My Grants Screen

The document that lists the current activity codes supported by xTrain has been updated to include NRSA fellowships (F30, F31, F32 and F33). Select the **List of Activity Codes currently supported in xTrain** link to access this document.

Figure 2: List of Activity Codes Currently Supported in xTrain Hyperlink

Figure 3: Document of Activity Codes from the Hyperlink

The **Stipend Level Links by Fiscal Year** URL is added to the *My Grants* screen for (Principal Investigator) PI users. This link points to the *Kirschstein-NRSA Stipend History* spreadsheet. The spreadsheet displays stipend levels for current and previous years.

Figure 4: Stipend level Links by Fiscal Year Hyperlink for PI Users

Figure 5: Kirschstein-NRSA Stipend History Spreadsheet

Updates to My Grants, Trainee Appointments and Terminations, and Grant Summary Updates Screens

The **Program Director** column is updated to always display the **Contact PI** for Multi-PI grants on the *My Grants* screen, the *Trainee Appointments and Terminations* screen, and the *Grant Summary* screen.

The **Appointment Type** column is added to the *Trainee Appointments and Terminations* screen for Trainee users.

The *Grant Summary* screen is enhanced. Users are able to click the **Grant Number** hyperlink and see the Detailed Status View of the *Grant Summary* screen.

Figure 6: Commons Detailed Status View from the Grant Summary Screen

Terminating Fellowship Grants

xTrain is enhanced with the ability to terminate Fellowship grants. Once the fellowships are terminated they will be automatically closed.

Institutional users will be able to terminate fellowships early. Internal users will not be able to accept the termination notice until the fellowship award is revised to show the new end date.

Validate 2271 Form

The **Validate** button is now available on the 2271 Form for accounts with the ASST role when the ASST is the current reviewer of the form. ASST user selects the **Process 2271** link to access the button.

Figure 7: Validate Button on the 2271 Form

Sponsor Role in xTrain

The Sponsor is a person who mentors Fellows and can initiate and facilitate the termination of a fellowship. The Sponsor can submit the Termination Notice for foreign and federal fellowships only. When users with the Sponsor role click the **xTrain** tab, they are able to view the *List of Grants* screen and the *Trainee Roster* screen.

Figure 8: Sponsor Role Displayed on the Trainee Roster Screen

Sponsor Delegate Created in xTrain

A new Sponsor Delegation is created which is called the Sponsor Delegate. This has been created to facilitate the termination of fellowship grants in xTrain. Users with this authority are able to perform actions similar to the Sponsor role but they are not able to submit the fellowship termination notice to the agency.

Capture NIH Approval via Digital Signature of Termination Notice

The NIH approval is now being displayed on the PDF version of the Termination Notice form.

Figure 9: Termination Notice with NIH Approval via Electronic Signature

Multiple PD/PI Training Grants (xTrain)

For multiple PD/PI training grants the PD at each training institution has the authority to approve appointments, reappointments, amendments and termination notices, not just the Contact PI.

Email Reminders

Email Reminder to Fellow (PI) and ASST—30 Days Before Appointment End Date

The system sends an email to the Fellow (PI) and the ASST with xTrain delegation if the **Appointment End Date** is within 30 days and the Appointment is not yet terminated and re-appointment process has not yet started.

Email Reminder to Fellow (PI) and ASST—Appointment End Date has Passed

The system sends an email to the Fellow (PI) and the ASST with xTrain delegation if the **Appointment End Date** has passed and the Appointment is not yet terminated and re-appointment process has not yet started and the email has not yet been sent for this Appointment.

Email Reminder to BO—Appointment End Date has Passed 30 Days Ago

The system sends an email to the Business Official (BO) for appointment records with activity codes other than K12, KL2, KM1, R90 and R25 if the **Appointment End Date** has passed 30 days ago and the Appointment is not yet terminated and re-appointment process has not yet started and the email has not yet been sent for this Appointment.

Email Reminder to Fellow (PI)/Sponsor and Sponsor Delegate/BO—30 Days Before Fellowship End Date

The system sends an email to the Fellow (PI), the Sponsor, Sponsor Delegate, and the BO if the **Fellowship End Date** is within 30 days and the Fellowship is not yet terminated and the email has not yet been sent for this Fellowship.

Email Reminder to Fellow (PI)/Sponsor and Sponsor Delegate/BO—Fellowship End Date has Passed

The system sends an email to the Fellow (PI), the Sponsor, Sponsor Delegate, and the BO if the **Fellowship End Date** has passed and the Fellowship is not yet terminated and the email has not yet been sent for this Fellowship.

Email Reminder to Fellow (PI)/Sponsor and Sponsor Delegate/BO—Fellowship End Date has Passed 30 Days Ago

The system sends an email to the Fellow (PI), the Sponsor, Sponsor Delegate, and the BO if the **Fellowship End Date** has passed 30 days ago and the Fellowship is not yet terminated and the email has not yet been sent for this Fellowship.

NOTE: The system sends one consolidated email if multiple records are found that meet the above mentioned conditions.

Implement Email Notifications to Manage Termination Process for Fellowships

The following email notifications are implemented and will be sent in the process of managing Fellowship termination notices.

Fellowship TN Routed to Sponsor

The system sends an email to the Sponsor and the Sponsor Delegate anytime the termination notice requires more processing.

Fellowship TN is on Hold Awaiting Award Revision

The system sends an email to the BO and the IC Central Mailbox anytime the termination date is modified in xTrain and the award has not yet been modified with the new date.

Fellowship TN Routed to Fellow (PI)

The system sends an email to the Fellow (PI) anytime the termination notice requires more processing.

Fellowship TN Submitted to Agency

The system sends an email to the Fellow (PI), Sponsor, and Sponsor Delegate anytime a termination notice is submitted to the agency.

Fellowship TN Routed to BO

The system sends an email to the BO anytime a termination notice requires more processing.

Fellowship TN Accepted by Agency

The system sends an email to the Fellow (PI), BO, Sponsor, and Sponsor Delegate anytime a termination notice is accepted by the agency.

Fellowship TN Rejected by Agency

The system sends an email to the Fellow (PI), BO, Sponsor, and Sponsor Delegate anytime a termination notice is rejected by the agency.

Fellowship TN Recalled

The system sends an email to the Fellow (PI), BO, Sponsor, and Sponsor Delegate anytime a termination notice is recalled.

Fellowship TN Deleted Email

The system sends an email to the Fellow (PI), BO, Sponsor, and Sponsor Delegate anytime a termination notice is deleted.

Commons

Type 4 ARRA Applications Eligible for eSNAP

Type 4 American Recovery & Reinvestment Act (ARRA) applications are now eligible for Electronic Streamlined Non-Competing Award Process (eSNAP). As is with other eligible applications, Type 4 ARRA applications that are eSNAP eligible display in Commons as a hyperlink to the *eSNAP Menu* screen on the *Manage eSNAP* tab.

Progress Report Face Page Link Removed for eSNAP Eligible

With the required use of eSNAP per NOT-OD-010-093 (http://grants.nih.gov/grants/guide/notice-files/NOT-OD-10-093.html), the **Progress Report Face Page** link on the *Status Information* screen *Other Relevant Documents* section has been removed for all grants that are eSNAP eligible.

The **Progress Report Face Page** link will continue to display for paper submitted grants that are not eSNAP eligible.

Figure 10: Status Information Screen for Electronic Grants eSNAP Eligible

Figure 11: Status Information Screen for Paper Grants eSNAP Eligible

Figure 12: Status Information Screen for Paper Grants Not eSNAP Eligible

Text Updated in Reviewer-Specific Screen

On the *Reviewer-Specific* screen under the **Personal Profile** tab, a note was added below the wording, **Continuous Submission Eligibility & Reviewer Service History**. The note reads as follows:

If you are eligible for Continuous Submission, you can see your name on Continuous Submission eligibility list.

The words, **Continuous Submission eligibility list,** are a link to http://grants.nih.gov/grants/peer/#continuous.

Figure 13: Reviewer Specific Screen

PD/PI Entered Citations Removed from Commons

As was communicated in announcement NOT-OD-10-103, all PD/PI entered citations now have been removed from the *eSNAP* and *PPF Publication* sections of Commons. Citations must be entered using the National Library of Medicine's (NLM) My Bibliography tool.
To view announcement NOT-OD-10-103 click the following link:
http://grants.nih.gov/grants/guide/notice-files/NOT-OD-10-103.html.

Progress Reports for Multi-Year Funded Awards Now Available for Upload, Review, and Submission to Agency

Commons- Status module now provides Signing Officials (SO), PD/PI, and/or PD/PI Delegates the ability to upload, review, and submit to Agency, Progress Reports for Multi-Year Funded Awards (MYPR).

To upload a MYPR, the PD/PI user selects the **MYPR** link from the **Action** column of the *Status Result – List of Applications/Grants* screen.

Figure 14: Select the MYPR Link from the Action Column of the Status Result - List of Applications/Grants Screen

The user is taken to the *Upload Annual Progress Report for Multi-Year Funded Award* screen and can import the MYPR by selecting the import button for the particular year (e.g., **Import Year 1** button).

Figure 15: Select the Import Button to Upload a Progress Report File

The system then displays the *Upload File* screen. Select the **Browse** button to search for and select the file to import. Select the **Upload File** button to complete the import.

Figure 16: Browse for the Report File and Select the Upload File Button

When successful, remove, route, and submit options appears on the screen and a message displays as follows:

File uploaded successfully.
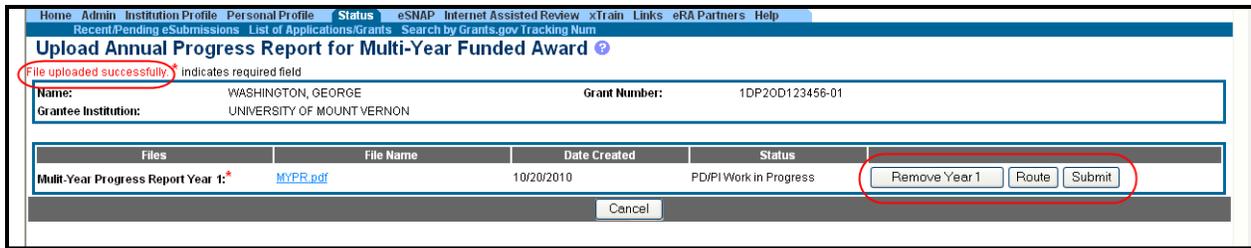
Figure 17: File Uploaded Successfully Message Displays

NOTE: The file type must be PDF format otherwise an error message will display and the import will fail.
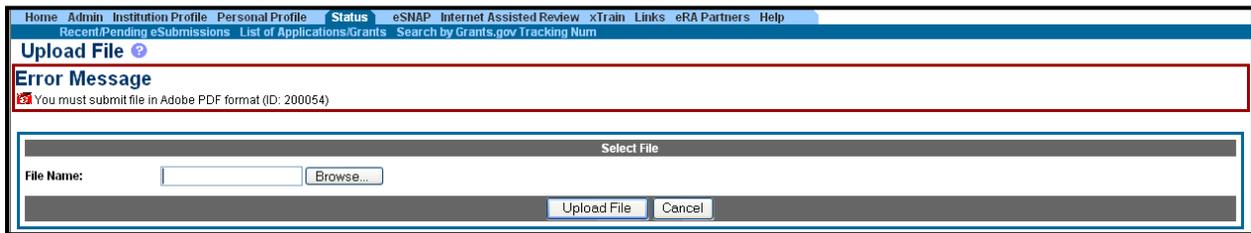
Figure 18: Uploaded File Must Be PDF Format

PD/PIs or PD/PI Delegates may also choose to remove a MYPR previously uploaded. To do so, the user selects the remove button for the particular year (e.g., **Remove Year 1** button).
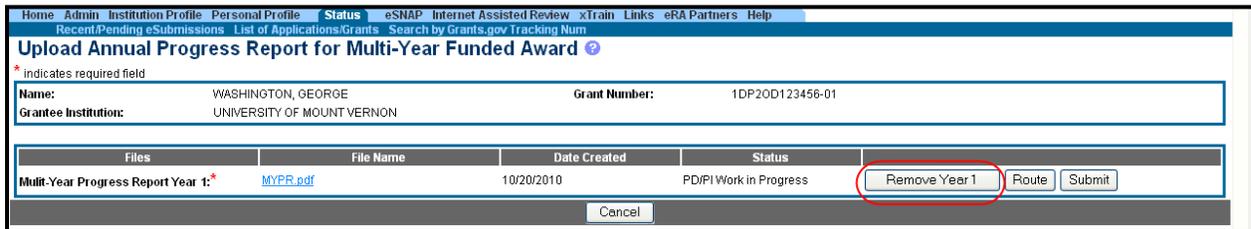
Figure 19: Select the Remove Year 1 Button

The system prompts for confirmation and displays the options to continue removing (**Delete File** button) or cancel the transaction (**Cancel** button). The user selects the **Delete File** button to continue.
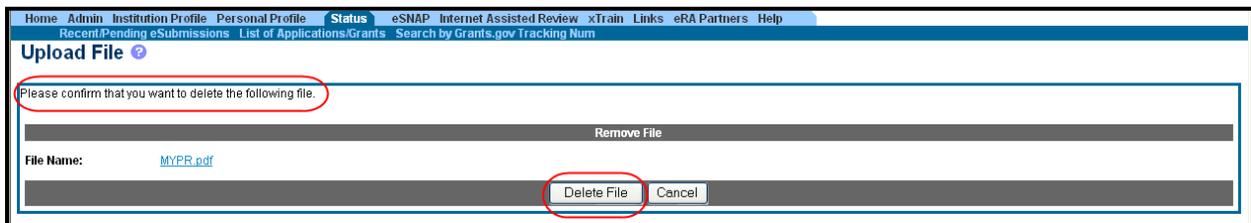
Figure 20: Select Delete File Button to Remove the MYPR

Deleting the file removes the file from the database. This is confirmed with the *File deleted successfully* message and the appearance of the button for importing a MYPR.
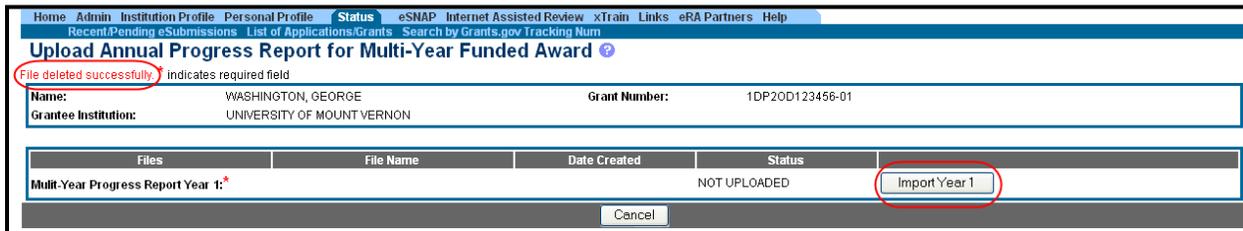
Figure 21: File Deleted Successfully

When a MYPR is ready to be routed to an SO, the PD/PI or PD/PI Delegate selects the **Route** button.

The system then displays the *Route to SO* section with the **Next Reviewer** drop-down list containing all eligible SOs in the institution. The user selects the appropriate reviewer, enters comments if desired, and selects the **Route to SO** button.
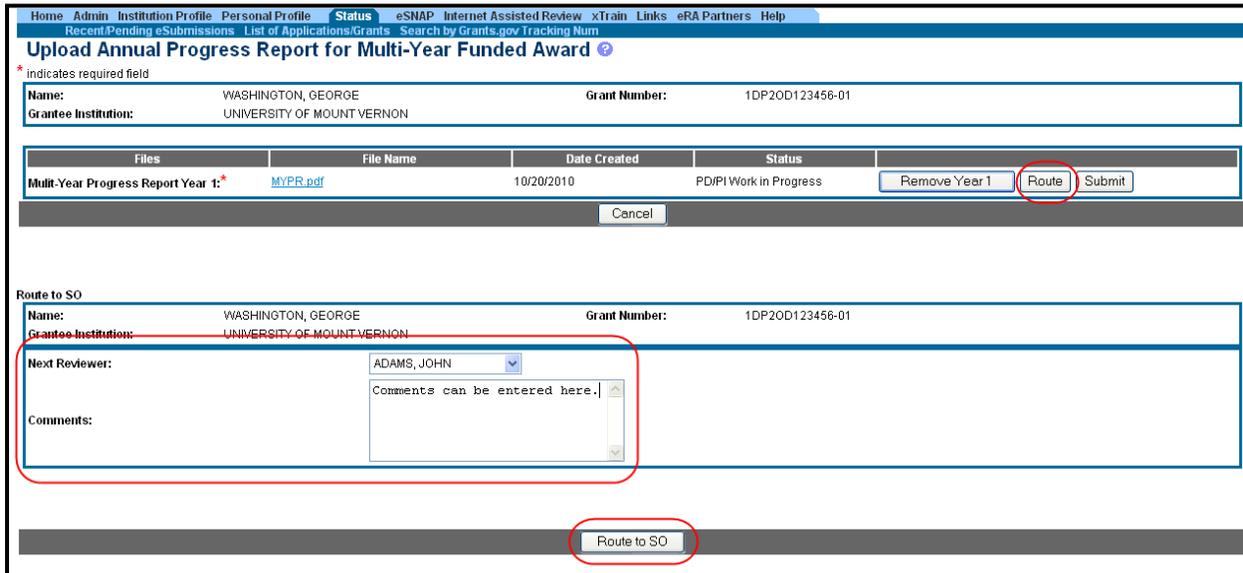

Figure 22: Route Button Opens Route to SO Feature

Once the **Route to SO** button has been selected, the system displays the *PD/PI Assurance* statement. The PD/PI selects the **I Agree** button to continue or the **Cancel** button to return to the previous screen.
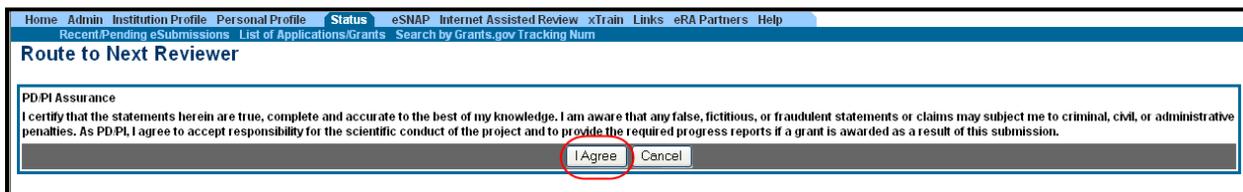
Figure 23: Select the I Agree Button to Continue

If the PD/PI selects the **I Agree** button, the record status is set to *SO Work in Progress*, and the PD/PI has read-only access to this file.

Figure 24: Routing the MYPR Sets the Status to SO Work in Progress

Additionally, an email notification is sent to the SO. The text of the email notification is as follows:

> *<User Last Name>, <User First Name> has completed processing the Progress Report for Multi-Year Funded Grant <Grant Number>, and has forwarded it to you.*
>
> *Please review the Progress Report in the NIH eRA Commons system and take the appropriate action for its eventual submission to the NIH. Please use the link provided below to access the eRA Commons login screen.*

When an SO receives an email that a MYPR is ready for review, he accesses the report by selecting the **MYPR** link in the **Action Column** of *Status Result – General Search* screen.

Figure 25: Select the MYPR Link from the Action Column of the Status Result – General Search Screen

This will open the *Upload Annual Progress Report for Multi-Year Funded Award* screen on which the SO may view the report and can either re-route it back to the PD/PI or submit it to Agency.

To view the report, the SO selects the report name hyperlink under the **File Name** column.

Figure 26: Select the File Name Hyperlink to Access the MYPR

After viewing the report, the SO may decide to re-route it back to the PD/PI for changes or the SO may submit the report to Agency.

To re-route the report, the SO selects the **Route** button which will expand the screen to allow the SO to enter comments. The SO then selects the **Route to PI** button.

Figure 27: SO Can Route the MYPR to the PI

Once the **Route to PI** button is selected, the system displays the *SO Assurance* statement. The SO selects the **I Agree** button to continue or the **Cancel** button to return to the previous screen.

Figure 28: SO Selects I Agree Button

If the SO selects the **I Agree** button, the record status is set to *PD/PI Work in Progress*, and the SO will have read-only access to this file.

Figure 29: Routing to the PI Changes the Status to PD/PI Work in Progress

Additionally, an email notification is sent to the PI indicating that the report has been re-routed. The text of the email notification is as follows:

> *<User Last Name>, <User First Name> has reviewed Multi-Year Progress Report for <Grant Number> and routed it back to you for changes.*
>
> *Please complete and re-upload the Progress Report in the NIH eRA Commons system and take the appropriate action for its eventual submission to the NIH. Please use the link provided below to access the eRA Commons login screen.*

If after viewing the report the SO chooses to submit the report to Agency rather than re-route it to the PD/PI, the SO selects the **Submit** button.

Figure 30: SO Selects the Submit Button to Submit to Agency

Once the **Submit** button is selected, the system displays the *Submit Application to NIH* screen and the user selects the **I Agree** button to continue or the **Cancel** button to cancel the submission. The **Cancel** button returns the user to the previous screen.

Figure 31: SO Selects the I Agree Button to Continue Submission Process

If the SO selects the **I Agree** button, a message displays indicating that the application has been submitted to NIH, and the system updates the status of the record to *Submitted to Agency*.

Figure 32: MYPR Successfully Submitted to Agency

Additionally, an email notification is sent to the PD/PI, PD/PI Delegate, the SO, and the appropriate Institute/Center (I/C).

Submit Authority Delegation and Revocation Enabled

Signing Officials (SO) now have the authority to delegate and revoke MYPR submit authority to Principal Investigators (PI). This delegation will be completed in the same way and at the same time as the delegation to submit Electronic Streamlined Non-Competing Awards Process (eSNAP).

Once the submit authority has been granted, the *Status Result – List of Applications/Grants* screen and the *Status Result – General Search* screen will display a **MYPR** link in the **Action** column.

Figure 33: Status Result - List of Applications/Grants Screen with MYPR Link

Status Module to Accommodate Multiple Principal Investigators

Several screens in the Status module have been enhanced to accommodate the MPI (Multiple Principal Investigator) functionality. Those affected include the *Status Result – General Search*, *Status Result – Just in Time*, *Status Result – Pending Progress Report*, *Status Result – Recently Awarded*, *Status Result – Recent/Pending eSubmissions*, *Status Result – Closeout Search*, and *Status Result – List of Applications/Grants* screens. On these screens, the **Application ID** column displays an indicator of **MPI** next to the application ID for grants with multiple PD/PIs. Also on these screens, the **PI Name** column has been renamed to **PD/PI Name**.

Figure 34: Status Result - General Search Screen with MPI indicator in Application ID Column and New PD/PI Column Name

Additionally, for MPI grants, multiple PIs are now listed with the contact PI indicated as such on the following pages: *Closeout Status*, *Closeout – Upload Final Progress Report*, *Submit Final Invention Statement*, and *Submit FSR* pages.


Figure 35: PD/PI Names Listed with Contact PI Called Out

NOTE: Any PI is able to upload a Final Progress Report, however, only the contact PI will receive an email confirming the upload.

Status Code Unscored Changed to Not Discussed

Status Code *Unscored* has been changed to *Not Discussed*. This change can be viewed on the *Status Result – General Search* screen in the **Application Status** column.
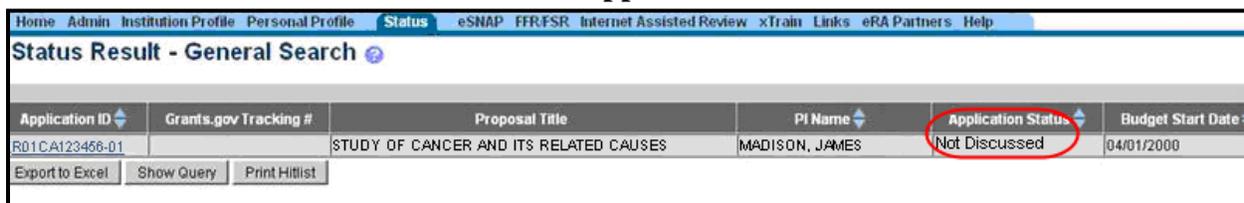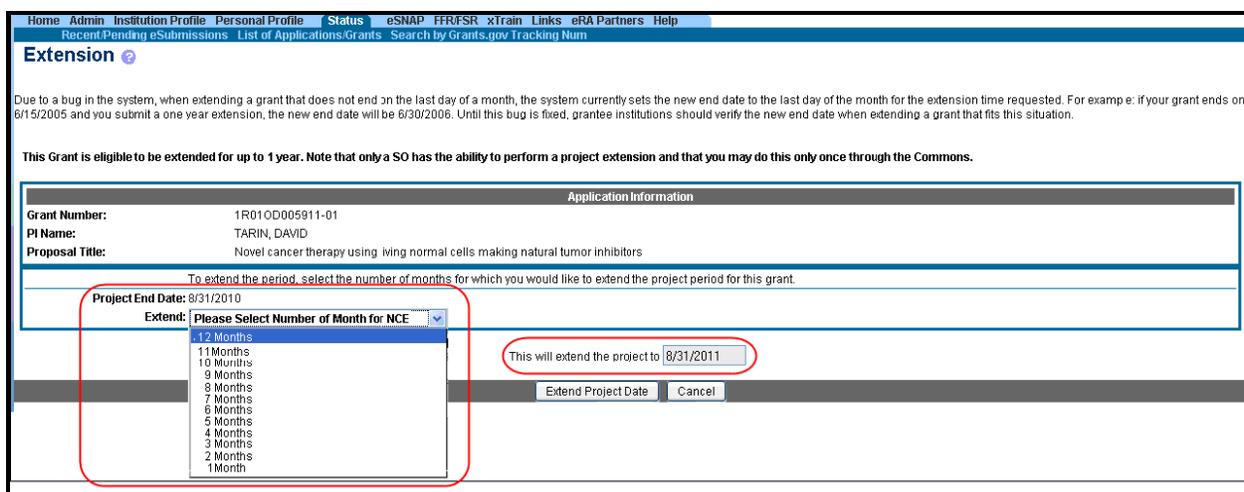

Figure 36: Status Result - General Search with Not Discussed Application Status

Ability to Submit Extension in One Month Increments Added to the Status Module

The *Status – Extension* screen has been enhanced to allow users to submit a No Cost Extension (NCE) in increments of one month. The **Extend:** drop-down list will contain values for number of months ranging from **12 Months** to **1 Month**. The user can select the appropriate extension time from this list. The new project end date will be calculated based on the selected timeframe of extension.

Figure 37: Status - Extension Screen with Extend: Drop-down List

Final Progress Report Upload Must be in PDF Format

The Final Progress Report (FPR) upload on the *Status Closeout* screen must be in PDF format. If the FPR is not in PDF format, the following error message appears: *Invalid File Extension*.

Figure 38: Commons Status Closeout Screen

PI Verification No Longer Required for Submitting Final Invention Statement in Closeout

The Commons Closeout module has been modified to remove the PI signature from the Final Invention Statement (FIS). For multiple PI grants, there is no longer any need for every Program Direction/Principal Investigator's (PD/PI) signature or approval on the FIS submission. Any PD/PI is able to upload the FIS besides the contact PI. Therefore the Signing Official (SO) is the only submitting approver. The instructions were modified on the *Submit Final Invention Statement* screen to reflect this change and read as follows:

To process a Final Invention Statement (HHS Form 568), the individual performing the initial submission - whether that person is the Program Director/Principal Investigator (PD/PI) on the grant or a Signing Official (SO) - at the institution must determine whether inventions are to be reported. If inventions are reported, the specific inventions must be listed. Following this process, the SO should review the report identified by the "View Invention Statement" link and if acceptable, submit the Final Invention Statement to HHS for that Grant.

The error message is no longer displayed on the *Submit Final Invention Statement* screen when the SO selects to submit the FIS without a PI's verification.

Figure 39: Commons Submit Final Invention Statement Screen

Final Invention Statement Notification Revisions

The PD/PI verification is no longer required for submitting the FIS at grant closeout. Different emails are now being set to the PD/PI and the Signing Official (SO). The email changes are:

If the email subject is **Invention Statement Verification Required**, then the email is sent to the grantee institution when the PD/PI saves the FIS.

NOTE: The grantee institution's e-mail address is taken from the **Policy Announcements and Notifications Email Address** field located in the *Institution Profile*.

Figure 40: Final Invention Statement Email when PD/PI Saves

If the email subject is **Invention Statement Saved**, then the email is sent to the PD/PI when the SO saves the FIS. In the case of a multiple principal investigators' (MPI) grant, the contact PI is sent the email.

Figure 41: Final Invention Statement Email when SO Saves

The PD/PI name is deleted from the email when the email subject is **Final Invention Statement Submitted.**

Figure 42: Final Invention Statement Submitted Email