



Electronic Research Administration
National Institutes of Health, Office of Extramural Research



Powering the Advancement of Science

LikeThis User Guide

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TABLE OF CONTENTS

1	What is LikeThis?	2
2	Purpose.....	2
3	Scope.....	2
4	Logging In.....	3
5	Navigating the System	5
6	Retrieving Funded Projects and Publications	7
7	Funded Projects Tab	12
8	Publications Tab.....	13
9	Scientific Terms Tab.....	13
10	Exporting Data	14
11	Contacting the Commons Help Desk.....	15
12	Returning to Commons	15
13	Logging Out	15

1 What is LikeThis?

LikeThis is a thesaurus-based search tool that allows you to find similar funded projects and publications. You can enter scientific text or select one of your assigned projects to retrieve a listing of similar funded projects and/or publications. In addition, a list of scientific terms with synonyms and scaled weights is generated based off of your scientific text. You can enter scientific text or select one of your projects to retrieve a listing of similar funded projects and/or publications.

2 Purpose

LikeThis allows users to locate similar funded projects and publications.

3 Scope

This document covers all LikeThis application functionality.

4 Logging In

You can log into LikeThis from the *Commons Login* page.

1. Log in with your Commons user name and password on the *Commons Login* page (See [Figure 1](#)).

The screenshot shows the Commons Login page. At the top, there is a header with the eRA Commons logo and the text "Electronic Research Administration" and "Sponsored by National Institutes of Health". To the right of the logo are the NIH and OER logos, along with "Contact Us" and "Help" links.

The main content area is divided into three columns:

- Left Column:** "Commons Login" section with a "Required field(s)" label. It contains input fields for "Username" and "Password", "Login" and "Reset" buttons, and a link for "Forgot Password/Unlock Account?". Below this is a "Federated Institutions/Organizations" section with a dropdown menu showing "N/A". At the bottom of this column is a "Federal User Login" link and an "eRA Commons Help Desk" button.
- Center Column:** "Welcome to the Commons" section. It features a "System Notification Message" box stating "All systems are currently available." Below this is a "Scheduled Commons Maintenance" notice with a link to the "eRA Scheduled Maintenance Calendar". Further down are sections for "Support Related Resources" (listing links for Avoiding Common Errors, Self Help Resources, Applying Electronically website, and eRA Home Page) and "Commons Related Resources" (listing links for Reference Letters and Demo Facility).
- Right Column:** "Register Grantee Organization" link, "About the Commons" section with links for "Frequently Asked Questions" and "Latest Release Notes", and "Additional Links" section with links for "RePORT", "Grants.gov", "iEdison", "National Institutes of Health", "Public Access Policy Page", and "Loan Repayment Program".

Figure 1: Commons Login Page

- After a successful login, the *Commons* home page loads. Under **Additional Links**, select the **LikeThis** link.

The screenshot displays the Commons Home Page with the following elements:

- Header:** U.S. Department of Health & Human Services | www.hhs.gov
- Logo:** eRA Commons, Sponsored by National Institutes of Health
- Navigation:** Home | Admin | Institution Profile | Status | eSNAP | Internet Assisted Review | xTrain | eRA Partners
- User Profile (Left):**
 - Welcome
 - RCDC ADMIN
 - ID: RCDC_ADMIN
 - Institution: Not Affiliated
 - Roles: NCAA
 - eRA Commons Help Desk:
 - Hours: Mon-Fri, 7AM-8PM EDT/EST
 - Web: <http://its.servicedesk.nih.gov/eRA/>
 - Toll-free: 866-504-9552
 - Phone: 301-402-7469
 - TTY: 301-451-5939
 - Contact initiated outside of business hours via Web or voice mail will be returned the next business day.
- System Information Message (Center):**
 - System Information Message
 - All systems are available at this time.
 - Commons allows you to perform the following activities below based on the privileges associated with this profile:
 - Administration- Allows you to assign a delegate to perform system and accounts maintenance [more...](#)
 - Institution Profile- Enables you to view and update institution information [more...](#)
 - Personal Profile- Allows you to update your personal information [more...](#)
 - Status- Allows you to check the status of grants and applications that have been submitted [more...](#)
 - eSNAP- Allows you to review the information needed to complete a grant application [more...](#)
 - xTrain- Enables you in a Trainee or SO role to confirm the information that you have submitted for a Trainee role type [more...](#)
- Right Column:**
 - Register Grantee Organization
 - About the Commons
 - Frequently Asked Questions
 - Latest Release Notes
 - Additional Links
 - RePORT
 - Grants.gov
 - iEdison
 - National Institutes of Health
 - Public Access Policy Page
 - Loan Repayment Program
 - LikeThis **NEW**

Figure 2: Commons Home Page

- The system loads the *LikeThis* home page. The *LikeThis* home page includes a menu bar with links to the latest news and announcements, tips and support, and contact information. Click on the **LikeThis** graphic to enter the system.

U.S. Department of Health & Human Services www.hhs.gov

eRA LikeThis NATIONAL INSTITUTES OF HEALTH OER NIH/GARDNER/DM [Logout](#)

NEWS & ANNOUNCEMENTS TIPS & SUPPORT CONTACT US

[Commons](#)

My Scientific Text My Applications

LikeThis

Funded Projects Publications
Scientific Terms

[LikeThis](#) is a thesaurus-based search tool that allows you to find similar funded projects and publications. You can enter scientific text or select one of your assigned projects to retrieve a listing of similar funded projects and/or publications. In addition, a list of scientific terms with synonyms and scaled weights is generated based off of your scientific text. You can enter scientific text or select one of your projects to retrieve a listing of similar funded projects and/or publications. Please submit your feedback to LikeThis Support.

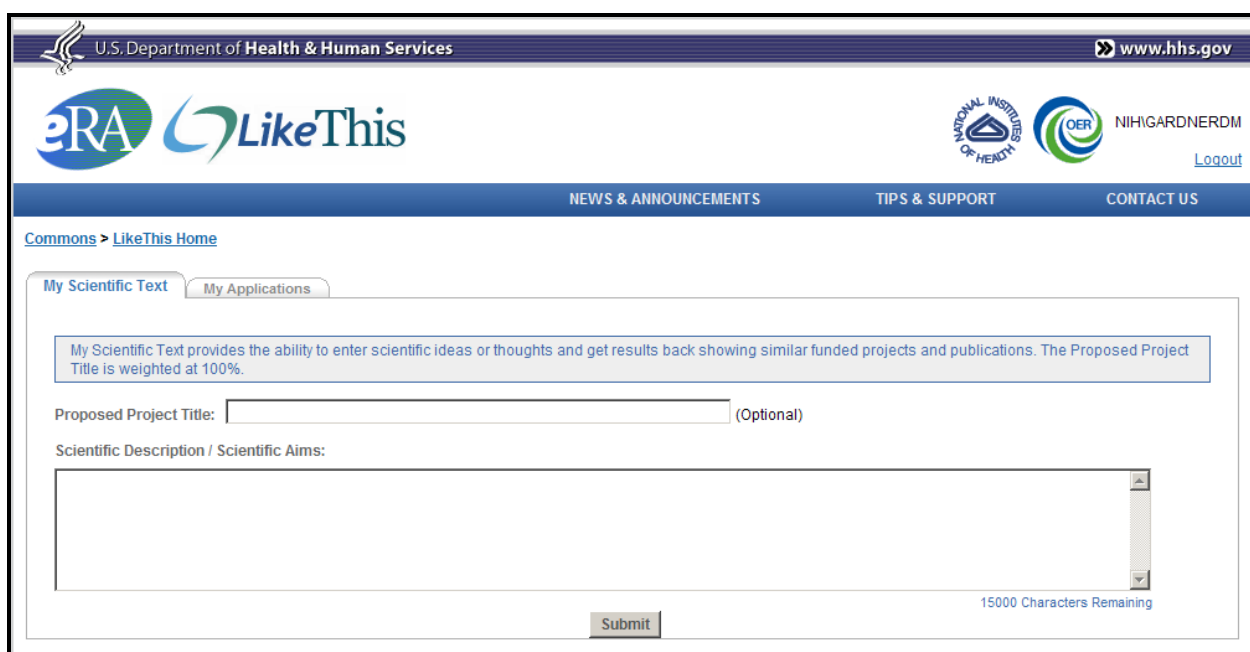
Tips to Empower You: *LikeThis can be used as a Collaboration tool.* [More Tips](#)

Figure 3: *LikeThis* Home Page

5 Navigating the System

The LikeThis main page includes the following tabs:

- **My Scientific Text** Tab
View funded projects and/or publications similar to your scientific text.
- **My Applications** Tab
View funded projects that you are eligible to see and publications similar to these applications.



The screenshot shows the LikeThis main page interface. At the top, there is a header for the U.S. Department of Health & Human Services with the website address www.hhs.gov. Below this, the eRA and LikeThis logos are displayed on the left, and the National Institutes of Health (NIH) logo and NIH-GARDNERDM logo are on the right, along with a Logout link. A navigation bar contains links for NEWS & ANNOUNCEMENTS, TIPS & SUPPORT, and CONTACT US. The main content area features two tabs: 'My Scientific Text' (selected) and 'My Applications'. A text box explains that the 'My Scientific Text' feature allows users to enter scientific ideas and receive results for similar funded projects and publications, with the Proposed Project Title weighted at 100%. Below this, there is a form with a 'Proposed Project Title' input field (marked as optional) and a larger 'Scientific Description / Scientific Aims' text area. A 'Submit' button is located at the bottom of the form, and a character count indicates '15000 Characters Remaining'.

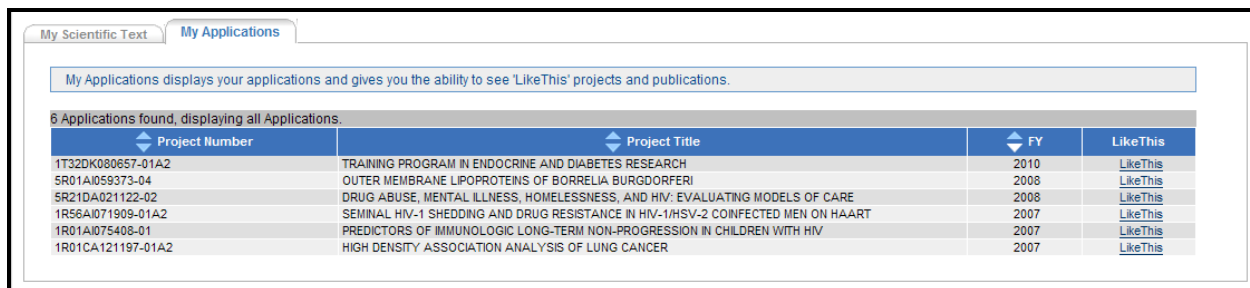
Figure 4: LikeThis Main Page

6 Retrieving Funded Projects and Publications

There are two different methods of retrieving funded projects and publications. You can retrieve funded projects and publications based on the scientific text you enter or your applications.

To retrieve funded projects and publications:

1. If you want to retrieve funded projects and publications based on your scientific text, go to step three.
2. If you want to retrieve funded projects and publications based on an application, go to step six.
3. On the **Scientific Text** tab, enter a title in **Proposed Project Title**. The proposed project title is weighted at 100%. This field is optional.
4. Enter or paste scientific text into the **Scientific Description/Scientific Aims** text box.
5. Click **Submit** and skip to step eight.
6. Select the **My Applications** tab and locate the application in which you want to view similar funded projects and publications. Select the **LikeThis** link in the corresponding **LikeThis** column. Only applications from fiscal year 2007 forward appear in the list. Skip to step eight.



Project Number	Project Title	FY	LikeThis
1T32DK080657-01A2	TRAINING PROGRAM IN ENDOCRINE AND DIABETES RESEARCH	2010	LikeThis
5R01AI059373-04	OUTER MEMBRANE LIPOPROTEINS OF BORRELIA BURGDORFERI	2008	LikeThis
5R21DA021122-02	DRUG ABUSE, MENTAL ILLNESS, HOMELESSNESS, AND HIV: EVALUATING MODELS OF CARE	2008	LikeThis
1R56AI071909-01A2	SEMINAL HIV-1 SHEDDING AND DRUG RESISTANCE IN HIV-1/HSV-2 COINFECTED MEN ON HAART	2007	LikeThis
1R01AI075408-01	PREDICTORS OF IMMUNOLOGIC LONG-TERM NON-PROGRESSION IN CHILDREN WITH HIV	2007	LikeThis
1R01CA121197-01A2	HIGH DENSITY ASSOCIATION ANALYSIS OF LUNG CANCER	2007	LikeThis

Figure 5: My Applications Tab

- If you have been delegated authority from a Project Director/Principle Investigator (PD/PI) to view their applications, select the **My Applications** tab, pick the PD/PI name from the drop-down list, and click **Go**.

My Applications displays your applications and gives you the ability to see 'LikeThis' projects and publications.

You have been delegated authority from other PD/PI(s). To see delegator's PD/PI list of grants select PD/PI from the drop-down list below then click 'Go':

OGDEN, TODD

7 Applications found, displaying all Applications.

Project Number	Project Title	FY	LikeThis
SR01EB009744-03	FUNCTIONAL REGRESS MODELS WITH APPLICATION IN BRAIN IMAGING STUDIES	2012	LikeThis
SR01EB009744-02	FUNCTIONAL REGRESS MODELS WITH APPLICATION IN BRAIN IMAGING STUDIES	2011	LikeThis
1R01EB009744-01A2	FUNCTIONAL REGRESS MODELS WITH APPLICATION IN BRAIN IMAGING STUDIES	2010	LikeThis
1R01EB009744-01A1	FUNCTIONAL REGRESSION MODELS WITH APPLICATION IN BRAIN IMAGING STUDIES	2010	LikeThis
1R01EB009744-01	FUNCTIONAL REGRESSION MODELS WITH APPLICATION IN BRAIN IMAGING STUDIES	2009	LikeThis
1R21EB008262-01A1	FUNCTIONAL MODELS FOR TREATMENT RESPONSE WITH IMAGING DATA AS PREDICTORS	2008	LikeThis
1R21EB008262-01	FUNCTIONAL MODELS FOR TREATMENT RESPONSE WITH IMAGING DATA AS PREDICTORS	2008	LikeThis

Figure 6: My Applications Tab for Delegates

- The system displays a listing of similar funded projects and publications, as well as scientific terms, on separate tabs.

Results per section: 75

Funded Projects | Publications | Scientific Terms

Search result for My Scientific Text.
For the purpose of LikeThis, project information is limited to NIH grants only. ?

Displaying 75 projects

Project Number	Subproject ID	LikeThis Score	Project Title	FY	IC	Contact Principal Investigator	Organization	State/Country	Study Section	FY Funding
SR01CA074415-11		318	GENETIC EPIDEMIOLOGY OF BREAST CANCER. BRCA1 AND BRCA2	2007	CA	NEUHAUSEN, SUSAN L.	UNIVERSITY OF CALIFORNIA IRVINE	CA	ZRG1 SNEM-5 (02)	\$ 266,473
SR01CA128978-03		308	A GENOME-WIDE ASSOCIATION STUDY FOR BREAST CANCER IN BRCA1 MUTATION CARRIERS	2010	CA	COUCH, FERGUS JOSEPH	MAYO CLINIC	MN	EPIC	\$ 1,070,366
1R41CA126011-01A2		286	PARP INHIBITOR TARGETED THERAPY FOR BREAST CANCER	2008	CA	HOLT, JEFFREY T	TISSUE GENETICS, INC.	CO	ZRG1 ONCL (10)	\$ 149,043
SR01CA102776-05		286	MODIFIERS OF CANCER RISK IN BRCA 1/2 MUTATION CARRIERS	2008	CA	REBBECK, TIMOTHY R	UNIVERSITY OF PENNSYLVANIA	PA	EPIC	\$ 568,408
SR01CA058860-14		279	HEREDITARY BREAST CANCER. GENETIC AND MOLECULAR STUDIES	2008	CA	ANTON-CULVER, HODA A.	UNIVERSITY OF CALIFORNIA IRVINE	CA	EDC-2	\$ 613,625
1R01CA128978-01A2		278	A GENOME-WIDE ASSOCIATION STUDY FOR BREAST CANCER IN BRCA1 MUTATION CARRIERS	2008	CA	COUCH, FERGUS	MAYO CLINIC	MN	EPIC	\$ 1,137,311
3R01CA095277-05S1		277	HSP1 IN CELL CYCLE CONTROL AND TUMORIGENESIS	2007	CA	FORD, HEIDE L	UNIVERSITY OF COLORADO DENVER	CO	ZRG1 SSS-1 (02)	\$ 61,600
1R01CA129129-01A1		275	ROLES OF NF-KB/REL IN THE PATHOGENESIS OF BREAST CANCER	2008	CA	SONENSHEIN, GAIL E	BOSTON UNIVERSITY MEDICAL CAMPUS	MA	CAMP	\$ 337,188
1R21CA137884-01A2		270	NOVEL TARGETED THERAPIES FOR BRCA-ASSOCIATED CANCER	2010	CA	WEITZEL, JEFFREY N	CITY OF HOPE/BECKMAN RESEARCH INSTITUTE	CA	CONC	\$ 344,450
5P01AG024387-04	0001	268	GENISTEIN INDUCES ENDOCRINE-RESISTANCE IN BREAST TUMORS	2007	AG	HELPERICH, WILLIAM G	UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN		ZAG1	\$ 295,956

Figure 7: Funded Projects Tab

Results per section: 75 Export

Funded Projects **Publications** Scientific Terms

Search result for My Scientific Text.
For the purpose of LikeThis, publication data is limited to FY 2007 forward where there is a match to an NIH awarded grant. ?

Displaying 61 publications

Publication Title	LikeThis Score	Pub Dt	Publication Authors	Journal Name	Pub Year Volume(Issue) Page(s)	PM ID PMC ID
NO ASSOCIATION OF TGFBI L10P GENOTYPES AND BREAST CANCER RISK IN BRCA1 AND BRCA2 MUTATION CARRIERS: A MULTI-CENTER COHORT STUDY.	329	2008 Jun 4	REBBECK, TIMOTHY; ANTONIOU, ANTONIS; LLOPIS, TRINIDAD; NEVANLINNA, HELI; ATTOMAKI, KRISTINA; SIMARD, JACQUES; SPURDLE, AMANDA; KCONFAB; COUCH, FERGUS; PEREIRA, LUTECIA; GREENE, MARK; ANDRULIS, IRENE; ONTARIO CANCER GENETICS NETWORK; PASCHE, BORIS; KAKLAMANI, VIRGINIA; BREAST CANCER FAMILY REGISTRY; HAMANN, UTE; SZABO, CSILLA; PEOCK, SUSAN; COOK, MARGARET; HARRINGTON, PATRICIA; DONALDSON, ALAN; MALE, ALLISON; GARDNER, CAROL; GREGORY, HELEN; SIDE, LUCY; ROBINSON, ANNE; EMMERSON, LOUISE; ELLIS, IAN; EMBRACE, PEYRAT, JEAN-PHILIPPE; FOURNIER, JOELLE; VENNIN, PHILIPPE; ADENIS, CLAUDE; MULLER, DANIELE; FRICKER, JEAN-PIERRE; LONGY, MICHEL; SINILNIKOVA, OLGA; STOPPA-LYONNET, DOMINIQUE; GEMO; SCHMUTZLER, RITA; VERSMOLD, BEATRIX; ENGEL, CHRISTOPH; MEINDL, ALFONS; KAST, KARIN; SCHAEFER, DIETER; FROSTER, URSULA; CHENEVIX-TRENCH, GEORGIA; EASTON, DOUGLAS	BREAST CANCER RESEARCH AND TREATMENT	Yr:2008 Vol: Pgs:	PMID:18523885 -
ORAL CONTRACEPTIVES AND BREAST CANCER RISK IN THE INTERNATIONAL BRCA1/2 CARRIER COHORT STUDY: A REPORT FROM EMBRACE, GENESPO, GEO-HEBON, AND THE BCSS COLLABORATING GROUP.	250	2007 Sep 1	BROHET, RICHARD M; GOLDFAR, DAVID E; EASTON, DOUGLAS F; ANTONIOU, ANTONIS C; ANDRIEU, NADINE; CHANG-CLAUDE, JENNY; PEOCK, SUSAN; EELES, ROSALIND A; COOK, MARGARET; CHU, CAROL; NOGUES, CATHERINE; LASSET, CHRISTINE; BERTHET, PASCALINE; MEUERS-HEUBOER, HANNE; GERDES, ANNE-MARIE; OLSSON, HAKAN; CALDES, TRINIDAD; VAN LEEUWEN, FLORA E; ROOKUS, MATTI A	JOURNAL OF CLINICAL ONCOLOGY : OFFICIAL JOURNAL OF THE AMERICAN SOCIETY OF CLINICAL ONCOLOGY	Yr:2007 Vol:25(25) Pgs:3831-6	PMID:17635951 -
WNT-INDUCED PROTEOLYTIC	250	2008 Nov 15	JONES, KATHERINE A; KEMP, CAROLINE R	GENES & DEVELOPMENT	Yr:2008 Vol:22(22) Pgs:3077-81	PMID:19056888

Figure 8: Publications Tab

Results per section: 75 Export

Funded Projects Publications **Scientific Terms**

Search result for My Scientific Text.
For the purpose of LikeThis, Scientific Terms are produced based on the frequency of use in the Project Title, Abstract, Specific Aims, and Public Health Relevance of the grant application. ?

Displaying 33 scientific terms

Scientific Terms	Weight
<input checked="" type="checkbox"/> malignant breast neoplasm	100
Genes	79
<input checked="" type="checkbox"/> Malignant Neoplasms	50
mutation carrier	50
<input checked="" type="checkbox"/> Genistein	50
<input checked="" type="checkbox"/> inhibitor/antagonist	50
Affect	35
Woman	35
Country	35
breast cancer diagnosis	35
Patients	35
Syndrome	35
Mutate	35
<input checked="" type="checkbox"/> Tumor Suppressor Genes	35
<input checked="" type="checkbox"/> Hereditary Breast Carcinoma	35
Risk	35
Age	35
High-Risk Cancer	35
Therapeutic Agents	35
Reagent	35
<input checked="" type="checkbox"/> Green tea (dietary)	35
<input checked="" type="checkbox"/> Adriamycin PFS	35
<input checked="" type="checkbox"/> Cisplatin	35

Figure 9: Scientific Terms Tab

9. Select the number of results you want to view for both funded projects and publications from the **Results per section** drop-down. You can view a result set of 25, 75, 100, 200, or 500 funded projects and publications.
10. The information on all three tabs can be sorted in ascending or descending order by selecting the corresponding arrows in the column headers.
11. On the **Funded Projects** tab, select the **Project Number** or **Project Title** links to view the project in RePORTER.

The screenshot displays the 'Project Information' page in RePORTER. At the top, there is a navigation bar with 'QUICK LINKS', 'RESEARCH', 'ORGANIZATIONS', 'WORKFORCE', 'FUNDING', 'REPORTS', and 'LINKS & DATA'. The main content area is titled 'Project Information' with the ID '1R01CA159868-01A1'. Below this, there are tabs for 'DESCRIPTION', 'DETAILS', 'RESULTS', 'HISTORY', 'SUBPROJECTS', 'SIMILAR PROJECTS BETA', 'NEARBY PROJECTS BETA', 'LINKS BETA', and 'NEWS AND MORE BETA'. The 'DETAILS' tab is active, showing the following information:

Project Number: 1R01CA159868-01A1	Contact PI / Project Leader: TERRY, MARY BETH		
Title: GENES, ENVIRONMENT AND BREAST CANCER RISK: THE 15 YEAR FOLLOW-UP OF THE PROF-SC	Awardee Organization: COLUMBIA UNIVERSITY HEALTH SCIENCES		
Contact PI / Project Leader Information:	Program Official Information:	Other PI Information:	Profile Exists No Profile
Name: TERRY, MARY BETH	Name: SCHULLY, SHERI D	HOPPER, JOHN L	
Email: Click to view Contact PI / Project Leader email address	Email: Click to view PO email address		
Title: ASSOCIATE PROFESSOR OF EPIDEMIOLOGY			
Organization:	Department/ Educational Institution Type:	Congressional District:	
Name: COLUMBIA UNIVERSITY HEALTH SCIENCES	PUBLIC HEALTH & PREV MEDICINE SCHOOLS OF PUBLIC HEALTH	State Code: NY	
City: NEW YORK Country: UNITED STATES (US)		District: 15	
Other Information:			
FOA: PA-10-067	DUNS Number: 621889815	CFDA Code: 393	
Study Section: Epidemiology of Cancer Study Section (EPIC)	Project Start Date: 1-JUL-2011	Project End Date: 30-APR-2016	
Start Date: 1-JUL-2011	Budget Start Date: 1-JUL-2011	Budget End Date: 30-APR-2016	

Figure 10: Project Information in RePORTER

12. On the **Publications** tab, select the **Publication Title** or **PM ID/PMC ID** links to view the publication in PubMed.



The screenshot shows the PubMed interface for a specific article. At the top, there is a navigation bar with 'NCBI Resources' and 'How To' menus, and a search bar. The article title is 'No association of TGFB1 L10P genotypes and breast cancer risk in BRCA1 and BRCA2 mutation carriers: a multi-center cohort study.' The authors listed include Rebbeck TR, Antoniou AC, Llopis TC, Nevanlinna H, Aittomäki K, Simard J, Spurdle AB, KConFab, Couch FJ, Pereira LH, Greene MH, Andrulis IL, Ontario Cancer Genetics Network, Pasche B, Kaktamäni V, Breast Cancer Family Registrv, Hamann U, Szabo C, Peock S, Cook M, Harrington PA, Donaldson A, Male AM, Gardiner CA, Gregorv H, Side LE, Robinson AC, Emmerson L, Ellis J, EMBRACE, Pevrat JP, Fournier J, Vennin P, Adenis C, Muller D, Fricker JP, Longv M, Sinilnikova OM, Stoppa-Lyonnet D, GEMO, Schmutzler RK, Versmold B, Engel C, Meindl A, Kast K, Schaefer D, Froster UG, Chenevix-Trench G, Easton DF. The abstract text is visible, starting with 'BACKGROUND: The transforming growth factor beta-1 gene (TGFB1) is a plausible candidate for breast cancer susceptibility. The L10P variant of TGFB1 is associated with higher circulating levels and secretion of TGF-beta, and recent large-scale studies suggest strongly that this variant is associated with breast cancer risk in the general population.' The page also features a 'SpringerLink' logo, a 'Save items' section with 'Add to Favorites', and a 'Related citations in PubMed' section listing several related articles.

Figure 11: Publication Information in PubMed

13. On the **Scientific Terms** tab, view the associated scientific terms and their weights.

7 Funded Projects Tab

The following table provides field names and descriptions for the **Funded Projects** tab.

Field	Description
Project Number	Commonly referred to as a grant number. For grants, this unique identification number is composed of the type code, activity code, Institute/Center code, serial number, support year, and/or suffix code.
Subproject ID	A unique number assigned to a subproject on a funded multi-project.
LikeThis Score	The degree of match between scientific terms and the resulting funded projects. The higher the LikeThis score, the closer the match.
Project Title	Title of the research project
FY	The fiscal year of the project. LikeThis searches for the most recent active funded projects. If the project has reached its end date, the last funded project is displayed.
IC	The IC(s) providing funding for a project
Contact Principal Investigator	An individual designated by the grantee to direct the project or activity being supported by the grant. He or she is responsible and accountable to the grantee and NIH for the proper conduct of the project or activity. Also known as Program Director or Project Director.
Organization	A generic term used to refer to an educational institution or other entity, including an individual, which applies for or receives an NIH grant or cooperative agreement.
State/Country	Geographical location (state or country) of awarded projects.
Study Section	A group responsible for the review of grant applications in an area of science. Study sections are grouped into larger Integrated Review Groups (IRGs).
FY Funding	The fiscal year in which the project is funded

Table 1: Fields on the Funded Projects Tab

8 Publications Tab

The following table provides field names and descriptions for the **Publications** tab.

Field	Description
Publication Title	Title of the published article
LikeThis Score	The degree of match between scientific terms and the resulting publications. The higher the LikeThis score, the closer the match.
Pub Dt	Date the article was published
Publication Authors	Authors of the published article
Journal Name	The name of the journal in which the article was published
Pub Year Volume (Issue) Page(s)	Year, volume/issue, and page numbers of the journal in which the article was published
PM ID PMC ID	PubMed or PMC identifier

Table 2: Fields on the Publications Tab

9 Scientific Terms Tab

The following table provides field names and descriptions for the **Scientific Terms** tab.

Field	Description
Scientific Terms	Scientific terms in My Scientific Text are produced based on the frequency of use in the Proposed Project Title and Scientific Description/Scientific Aims . Scientific terms in My Applications are produced based on the frequency of use in the project title, abstract, specific aims, and public health relevance of the grant application.
Weight	Weight assigned to the scientific term. The more times a scientific term appears, the higher its weight.

Table 3: Fields on the Scientific Terms Tab

10 Exporting Data

You can export funded projects, publications, and scientific terms data to Excel or XML.

1. Select the **Export** button. The *Data Export* window loads.

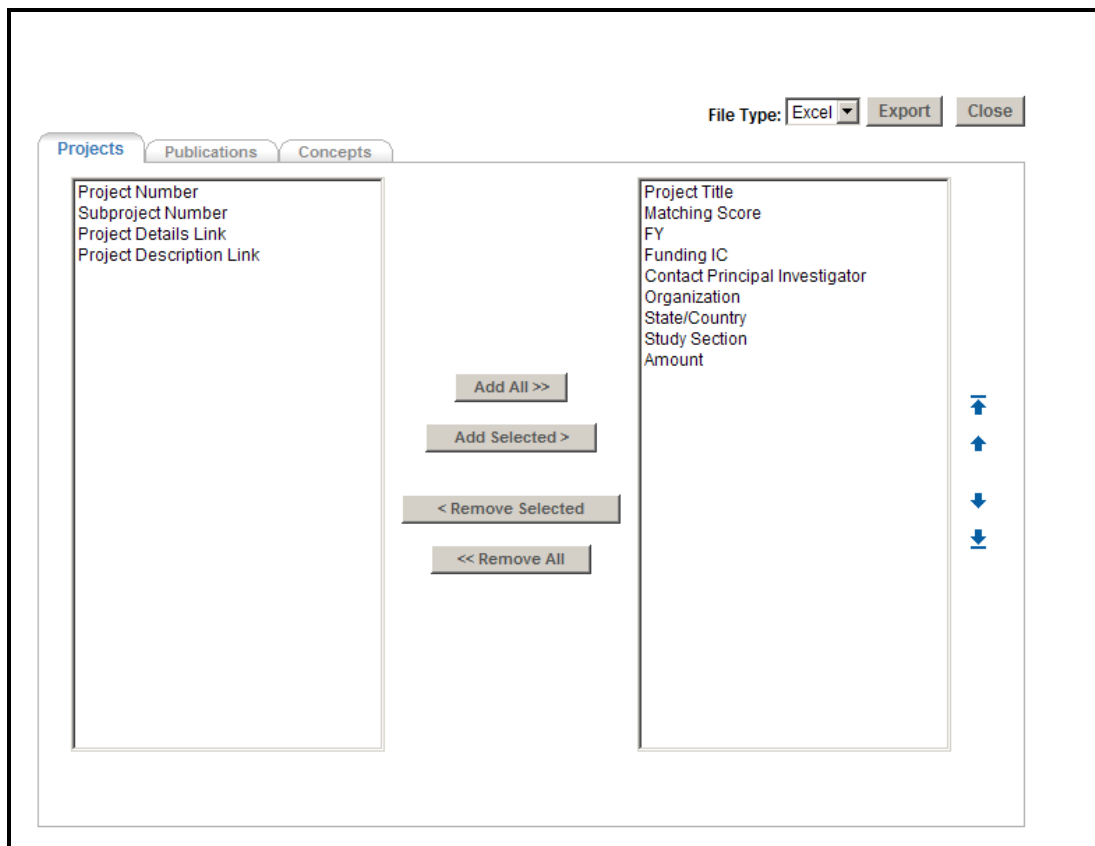


Figure 12: Data Export Window

2. Add the information you want to include in the export by selecting the appropriate items (hold the CTRL key to select multiple items) and selecting the **Add Selected** button. To add all available fields, select the **Add All** button. To remove items, select them from the right window and select the **Remove Selected** button. To remove all items, select the **Remove All** button.
3. Change the order of the columns in the export file by selecting the item you want to move in the right window and using the up and down arrows to move the item.
4. Select each tab at the top of the window and repeat steps two and three.
5. Select **Excel** or **XML** in **File Type**.
6. Select the **Export** button.
If you selected Excel, the report opens in Excel. The Excel file contains a separate

worksheet for each tab in the *Data Export* window.
If you selected XML, the information is exported as XML data.

11 Contacting the Commons Help Desk

For LikeThis system problems, contact the Commons Help Desk:

- Toll-free: 1-866-504-9552
- Phone: 301-402-7469
- TTY: 301-451-5939
- Email: commons@od.nih.gov (for Commons support)
- Email: s2ssupport@mail.nih.gov (for system-to-system support)
- Hours: Monday - Friday, 7 a.m. to 8 p.m. Eastern time, except Federal holidays

12 Returning to Commons

To return to the *Commons* landing page, select the **Commons** link at the top of the page.

13 Logging Out

To log out of LikeThis, select the **Logout** link on the upper-right side of the page.