RAC Minutes 1/27/10:

OGRD Items:

a. NIH/NSF Changes (Brenda Griffin)
   i. OGRD discussed upcoming NIH/NSF Changes, including:

   **eRA Service Advisory: New Features and Fixes Coming Jan. 22 for eSubmission and Commons**

   January 21, 2010

   The eRA Commons system will be upgraded this evening in conjunction with eRA's system-wide software release. To deploy these upgrades, Commons will be **unavailable beginning at 8:00 p.m. (Eastern Time) today, and will be returned to service before business begins (7 a.m. Eastern Time) on Friday morning, Jan. 22.** Please note below some of the new features and fixes that will be available beginning Friday, Jan. 22:

   **eSubmission Enhancements**

   **Reference Letters**

   - **Mandatory viewing of letters:** Users will now be required to review reference letters (and replacement reference letters) before submitting them, per a pop-up window that will open when the user clicks the “Submit” button.
   - Users will now be able to view all existing reference letters by following a new link on the Submit Reference Letter – (continued) screen.
   - The system will now check for duplicate Principal Investigator (PI) and referee last names and will provide a warning if duplicate names are detected.

   **eRA Commons Enhancements**

   Please note this is an overview of the eRA Commons enhancements for the January release. For full details, please view the [January Commons Release Notes](#).

   **Personal Profile Enhancements**

   - **Continuous Submission eligibility:** The Reviewer Address screen of a PI’s Personal Profile within Commons now displays the PI’s eligibility for Continuous Submission. Individuals who have completed recent substantial peer review service may be eligible for Continuous Submission, which allows eligible applicants to submit their grant application as soon as it is complete. In addition to displaying the PI’s Continuous Submission Eligibility Status, the screen also displays eligibility start and end dates.

   **Admin Enhancements**
• **Continuous Submission eligibility:** A “Continuous Submission (CS) Eligible ONLY” checkbox has been added to the *Manage Accounts* search screen within Commons. This checkbox allows users with a Signing Official role the option to search only for those accounts that are eligible for Continuous Submission. In addition, users with a SO role can view Continuous Submission eligibility for all accounts within their institution via a Continuous Submission column located beside each account on the *Manage Accounts* search result screen in the Admin section.

**Institutional Profile (IPF) Enhancements**

- **Multiple Human Subject Assurance Numbers:** In the *Edit Institution Profile* screen, users now can enter multiple Human Subject Assurance (HSA) numbers.

- **Notice of Award (NOA) e-mail field added:**
  - A mandatory Notice of Award e-mail field has been added to the Grantee Organization Registration form, and an error message will be generated if the user does not complete the field or completes the field using incorrect e-mail formatting.
  - For existing institutions with a missing NOA e-mail address, the system will populate the field with the institution’s Signing Official e-mail address.

**eSNAP Enhancements**

- **Separate Cover Letter upload created:** The Upload Science section now includes a separate Cover Letter upload. The upload appears at the beginning of the eSNAP image preceding the eSNAP report, which now starts at the top of a next page.

**xTrain Enhancements**

- **xTrain now supports 2 new activity codes: R25 and R90:** The document “Activity Codes Supported in xTrain” has been updated to include R25 and R90 type grants. xTrain is an eRA Commons module that provides institutional users with the ability to prepare and submit appointment forms and other related documents electronically. When a user logs into Commons, he or she can locate the list of supported activity codes by choosing the xTrain tab, proceeding to the *My Grants* screen and clicking on the link: List of Activity Codes currently supported in xTrain.
  - xTrain will now display a warning if a trainee selected for a T34 grant (grants for pre-baccalaureates) has a degree.
  - If a Termination Notice is sent back to an Institution by the agency and the TN has a status of In Progress BO (Business Official), the PI will now be able to recall the TN.
  - Modifications have been made to the Termination Notice PDF form so that it matches the recently updated official Termination Notice (TN) paper form (PHS 416-7).
  - The In Progress BO status has been removed from the Work in Progress (WIP) Record Status drop-down list when searching for appointments on the *Search for WIP Appointments and Terminations* page.
  - For early terminations, the system will now create a new Statement of Appointment form, in which the appointment end date will be the early termination date.
  - Amendments to the Statement of Appointment PDF form will now show the first amendment start and end dates on the main section of the form.
  - The termination process was modified for institutional Ks and other non-NRSA mechanisms to collect limited information from the termination form and not involve a review by the Business Official.

**Status Enhancements**
• **Just-in-Time (JIT):** The ability for the user to select from multiple Human Subject Assurance (HSA) numbers has been added to the Just-in-Time screen in the Human Subject Assurance section. The HSA number will now display in the JIT Report.

• Priority Scores for the Director’s Pioneer Award Program (DP1) and Director’s New Innovator Award Program (DP2) will now display to Principal Investigators.

• The **Commons Status** screen will now point to a Special Emphasis Panel (SEP) Aggregate Roster for selected meetings, as opposed to the per-meeting roster, which appeared in the past. The SEP Aggregate Roster is an inclusive list of all reviewers on the panel.

**eRA Commons Fixes**

**Admin Fixes**

• Previously, if an admin staff (SO, AA, AO) user ran a Reassign Account query, the query would only return the first 1,000 user names. The query now returns the full record count and contains only the appropriate admin staff roles.

**xTrain Fixes**

• **Non-resident selection not validated correctly:** Prior to this release, if the Non-resident option was selected on the Personal Profile, the following error would display – “Trainee citizenship must be entered. Trainee must enter this information on Personal Profile screen in eRA Commons.” With this release, the error will only be displayed if no citizenship information is provided.

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**NSF Summary of Significant Changes**

**Overall Document** – In response to OMB guidance issued March 9, 2009 and the Foundation’s May 21st announcement that proposers must prepare and submit proposals using the NSF FastLane system, all references to Grants.gov Apply have been removed from the document. NSF will continue to post information about available funding opportunities to Grants.gov FIND.

The National Science Board issued a report in August, 2009 entitled “Investing in the Future NSF Cost Sharing Policies for a Robust Federal Research Enterprise”, which outlined a set of recommendations regarding NSF’s cost sharing policy. The Foundation is in the process of considering how best to implement those recommendations, however, no changes have been made yet and therefore, NSF’s current cost sharing policy remains in effect.

**Chapter I.D.3, Full Proposal,** has been supplemented with a reference to an Organisation for Economic Co-operation and Development (OECD) report on research integrity that may be helpful to proposers.

**Chapter I.F.3, When to Submit Proposals,** has been clarified to state that if a deadline date falls on a Federal holiday, the deadline is extended to the following business day. Previously, the section did not specify the category of holiday that was applicable.

**Chapter II.C.1.e, Proposal Certifications,** has an entirely new proposal certification added regarding responsible conduct of research. When submitting a proposal to NSF, the Authorized Organizational Representative is required to complete a certification that the institution has a plan to provide appropriate training and oversight in the responsible and ethical conduct of research to undergraduates, graduate students, and postdoctoral researchers who will be supported by NSF to conduct research. While training plans are not required to be included in proposals submitted to NSF, institutions are advised that they are subject to review upon request.
**Chapter II.D.7, Proposals Involving Human Subjects**, has been updated to reflect that if a certification of exemption is provided after submission of the proposal and before the award is issued, the exemption number corresponding to one or more of the exemption categories must be included in the documentation provided to NSF.

**Exhibit II-1, Proposal Preparation Checklist**, has been updated with a reminder that all proposals that include support for a postdoctoral researcher must include a mentoring plan in the Supplementary Documentation section of the proposal. Failure to do so will result in the return of the proposal without review. Additional guidance regarding the mentoring requirement and collaborative proposals also is included.

**b. eREX Changes (Brenda Griffin):**

i. Coming soon will be another eREX update mainly pertaining to “Deadline”. OGRD is being asked to track RUSH items and deadlines more closely so we will be making that section more clear (especially on previously submitted items). Other changes will be coming as well.

**c. College Administrator List (Brenda Griffin):**

i. OGRD has been in contact with the Deans regarding having a College level administrator monitor the eREX process. This idea has been well received by the Deans and eventually as we spread this word these College Level administrators will be listed as Departmental Contacts on the eREX form so they can monitor the approval process to make sure they don’t get hung up.

**d. Introduction of new OGRD Grant and Contract Coordinator Sara Kinser (Brenda Griffin)**

i. Sara Kinser has been hired as OGRD’s newest Grant and Contract Coordinator. She comes from the University of Idaho and eventually will be responsible for these Areas: Business, Communications, Education, Liberal Arts, Ext. University Services, Libraries, Pharmacy and WSU Tri-Cities. You can contact her at 335-7261 or skinser@wsu.edu

**SPS Items Coming………**