



Electronic 901 Working Group Minutes

Date: January 25, 2005, Tuesday

Time: 1:00 – 3:00 p.m.

Location: Rockledge 1, 5th Floor Conference Room

Advocate: Ellen Liberman

Next Meeting: Tuesday, February 01, 2005. Location RKL 1 – 8th Floor, Room 8111.

Action Items

(Daniel Fox) Create pull-down action list to include the following: Activity Change, IC change, Duals change.

(Daniel Fox) Complete a working prototype of the eRA online 901 request process. He will provide screenshots next week as well.

(Lana Diggs) Update the current roster, contact the representatives, and present the new list at next week's meeting.

Handouts

List of Production 901s performed within the past 3 years (<http://era.nih.gov/docs/The list of all production 901s performed within the pastpdf>)

New "As Is" Business Process Model Handout (http://era.nih.gov/docs/ASIS_TOBE_FEATURES.pdf)

New "To Be" Business Process Model Handout (http://era.nih.gov/docs/ASIS_TOBE_FEATURES.pdf)

New Features List (http://era.nih.gov/docs/ASIS_TOBE_FEATURES.pdf)

Preview of Online Request Prototype

Daniel Fox started the meeting by presenting a non-working prototype of the updated online 901 request process in "One View"

(<http://erawebdev.od.nih.gov/UI/e901/login.asp>). The One View project will establish a single place to log-in and use all eRA applications. In regards to the 901 process, this page will show where all of the requests come in and will show the end user the general flow of the process. Daniel specifically noted the eNotification module on the site. This application serves as a web log of all actions of the end user. Development for a working model of eNotifications will be ready by March, and will be added to the IC Admin. module as a pilot.

The group reviewed the site and asked the following questions:

Q. Will there be a way to sort the eNotifications?

A. Yes. By default, they are sorted chronologically; however, the list can be resorted by event names, thus grouping the related items together.

Q. Does this system sends out e-mails?

A. Yes, but it is more like an e-mail alternative. In addition to these notifications, one can also still receive an e-mail.

Q. Is there a way to delete these notifications?

A. Yes. The “Acknowledge” and “Acknowledge All” buttons serve as delete features. An archive of these Acknowledged Items is preserved so that in the future we can add a feature to restore the archived items.

Discuss Separation of Transactions / Discuss Applicant Requests through Commons

The current process of submitting requests in Receipt, Referral, Assignment (RR) consists of a general form which users can submit any item or combination of items. Daniel stated that if this process continues, the routing will become very complex and defect prone. He presented a table to the group, illustrating a log of what was entered into the 901 form in RR over the past three years ([http://era.nih.gov/docs/The list of all production 901s performed within the pastpdf](http://era.nih.gov/docs/The%20list%20of%20all%20production%20901s%20performed%20within%20the%20past%20....pdf)), noting that the amount dropped drastically in the middle of the list. He asked the group if the end user needs to see a breakdown of the grant number change transaction. If the requests are separated and end users are presented only with those values that can be processed, then not only is time-consuming validation eliminated, but the routing process becomes simpler and more precise, and validation of what can and can not be done is moved to the upfront of the workflow. Further, given the combination of the status of the grant application within the Lifecycle of the eRA, and the user privileges, it is possible to now cater a more precise list of transactions that users can perform.

Upon further discussion, the group decided that first we should tackle the following transactions:

- Activity Change
- IC Change:
- Duals Change: (These are initiated by the Scientific Review Administrator (SRA) and processed by an RR representative.)

Action: (Daniel Fox) Create pull-down action list to include the following: Activity Change, IC change, Duals change.

Action: (Daniel Fox) Complete a working prototype of the eRA online 901 request process. He will provide screenshots next week as well.

Action Items Review

Lana Diggs went over the action items from the last meeting. She updated the “As Is” and “To Be” Business Process Models as well as the Features List

(http://era.nih.gov/docs/ASIS_TOBE_FEATURES.pdf) according to the specifications outlined by the group.

The following question was raised about the updates:

Q. On the updated “As Is” model, does the representation of the PI/SO together mean that they will share equivalent powers?

A. Only the SO can withdraw, while the PI can initiate a request.

Ellen Liberman presented her compiled list of ICs to be included in future meetings. She asked for further suggestions from the group for an updated list. A few tentative suggestions thus far are Roy White from the National Heart, Lung, and Blood Institute and Mike Edwards from the National Institute of Diabetes and Digestive and Kidney Diseases (NIDDK) and Susan Streufert from National Institute of Child Health and Development (NICHD). The group agreed that ICs involved with a good deal of trans-NIH activity would be important to include in on the meetings. Ellen will update the current list, contact the IC representatives, and present the new list at next week’s meeting.

Action: (Lana Diggs) Update the current roster, contact the representatives, and present the new list at next week’s meeting.

Questions and Meeting Schedule

Lana presented the idea of making the meetings a weekly event. Though some members will not be able to make some of the meetings in February, the group agreed that establishing a weekly schedule, for the present, is important.

Attendees

Colderone, Gerald (AHRQ)	Diggs, Lana (OD)	Faenson, Inna (OD)
Fisher, Suzanne (CSR)	Fox, Daniel (NIH/OD)	Hagan, Ann (NIGMS)
Liberman, Ellen (NEI)	Melchior, Christine (CSR)	Noronha, Jean (NIMH)
Paugh, Steve (OD/LTS)	Roberts, Luci (CSR)	Silver, Sara (OD)
Stesney, Jo Ann (NIH/NIAID)	Tatham, Tom (CSR)	