



Committee Management User's Group (CMUG)

Meeting Date: March 17, 2004, Wednesday
Time: 1:00–3:00 p.m.
Location: Rockledge 2, Room 3087
Advocate: Anna Snouffer
Analyst: Sophonia Simms
Next Meeting: April 28 (4th Wednesday), 1–4 p.m., Rockledge 2, Room 7111 (Note: We will be back to our regular schedule and meeting place)

CM Web URL: <http://apps.era.nih.gov/cm/>

Action Items

1. (Anna Snouffer) Update the CMUG charter and distribute to the group.
 2. (Ev Sinnett) Send an email to Sara Silver suggesting that the username be made available through the CM.
 3. (Sophonia Simms) Run a query regarding meeting-place usage and review for changes.
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Charter

The group agreed that a mission statement for the group was unnecessary. There were a few comments on the current charter. Anna will update the charter and distribute.

Action: (Anna Snouffer) Update the CMUG charter and distribute to the group.

Introductions

Felicia Shingler, eRA documentation team lead, introduced Jay Kissel, a technical writer who has been assigned the Committee Management user guides, release notes and CM content on the internal (IMPAC II) eRA Web site (<http://impacii.nih.gov/>).

Krishna Collie, who has left the position of analyst for CM, introduced the new business analyst, Sophonia Simms. She is now the contact for technical issues. In addition, she will update the group regarding the status of CM issues as well as the schedule for moving the rest of the client-server module to the CM Web. Michael Martin will be the technical analyst.

Sophonia responded that she has reviewed the list of issues and the three that were discussed at the last meeting—travel vouchers, SEP chair, and mail reviewer label—are on the vendor list for action. She will report the target completion date for each of them at the next meeting.

CMUG Chair

Kay Valeda confirmed that she would like to retire as the chair of this group. David Clary had volunteered to take this position and was confirmed unanimously. He will take over the meetings next month. Anna Snouffer continues as the eRA Advocate.

The role of the eRA advocate is defined in their charter:
http://era.nih.gov/Docs/Advocate_Charter_03-07-03.pdf

Data Integrity

Kay Valeda reported that she attends the Data Integrity meetings each month. A report is distributed at these meetings that shows how many duplicate accounts were created that month and who is making them. Sometimes, a simple error is made but sometimes one person makes any number of duplicates. This makes it clear that that person requires training to properly enter data without creating duplicate accounts. The Data Integrity group would like a point person at each IC to act on these reports by approaching those who are making the duplicate accounts and show them how to avoid doing so. Kay thought that IC CMOs might be interested in being this point person.

Requests

Voucher Numbers—Users reported continuing problems with the data transfer from NBRSS for travel costs for Special Government Employee (SGE) members, Federal members, and Federal staff traveling in conjunction with advisory committee duties. The group was asked to enter ONLY the voucher number in the Travel Purpose field. IMPAC II is supposed to pull the number and match it properly in their system. However, it is not working.

World Travel Service—The IMPAC II system does not provide a breakdown in travel costs by meeting. All travel costs for a month, for example, are lumped together making it difficult for sorting out costs.

New eRA Process

Krishna Collie updated the group on the eRA Project. He said that the eRA process has changed since the contract recompetes and the awarding of new contracts. Northrop Grumman Information Technology (NGIT) is no longer the sole contractor. The following table shows the eRA contracting companies, their partners and the areas of eRA they will support.

Contract	Partners	Role
AC Technologies	Booz Allen Hamilton	Design, Development, Maintenance
Northrop Grumman Information Technology, Inc. (NGIT)	Silicon Spirit Global Solutions	Design, Development, Maintenance
Science Application	Altum	Design, Development,

International Corp. (SAIC)	Turner Consulting Group	Maintenance
RS Information Systems		Helpdesk
Optimus		Documentation
RNSolutions		Technical Operations
IBM		Integration, Architecture, Analysis and Testing

Sophonia Simms is the business analyst for CM and Michael Martin is the requirements analyst.

The process for adding enhancements and new features, fixing bugs and maintaining CM also has changed. The requirements and requests will still come from CMUG. They will go to Sophonia and Anna, who will approve.

New development then will be prepared, prioritized and submitted to the Configuration Control Board (CCB) for approval. Upon approval, they will become part of a task order that will be bid upon by the approved contractors. Michael Martin will write the use cases and level of effort. There is an existing maintenance contract so items that are deemed “maintenance” can be done through it. Anna and Krishna have been collecting requirements and enhancements, which they have given to Sophonia.

There will be no big releases as in the past. Instead, there will be an “as-necessary” schedule that will span all business areas.

The eRA System has been designated as the grants processing system for all of HHS, and CDC, among a few others, is already using it.

Krishna reiterated how important it is for this group to communicate requirements clearly to the analysts because that is the only way that the CM Web will be developed to meet their expectations.

Table Talk

Username—Currently, the username is not available in the Person Module and cannot be pulled out of the eRA System database (IMPAC II). The username is important because it is necessary in helping PIs to log onto the Commons should they forget their password. The only way to find the username is to assign the person to a meeting and go into Internet Assisted Review. Ev Sinnett suggested that there be a way to pull usernames through the CM.

Action: (Ev Sinnett) **Send an email to Sara Silver suggesting that the username be made available through the CM.**

Renamed Study Sections—Many study sections are being renamed and Ev Sinnett wanted to be sure that the old name not be terminated until everything was in for the old name. Additionally, it’s important that ICs not be allowed to assign grants to terminated committees. The group agreed that this was a Receipt and Referral issue.

List of Meeting Venues—This list is supposed to be reviewed at least once a year and the most-used meeting places reevaluated and prioritized.

Action: (Sophonia Simms) Run a query regarding meeting-place usage and review for changes.

Profiles and Roles—The system has changed in that the Role only can be changed through the Profile, not vice versa.

Attendees

Campbell, Bonnie (AHRQ)	Kemmerle, Donna (NIDCD)	Sinnett, Everett (CSR)
Caraballo, Kim (NICHD)	Kissel, Jay (Optimus/PCOB)	Snouffer, Anna (OD)
Cecil, Christy (NIMH)	Manouelian, Denise	Valeda, Kathryn (NHLBI)
Clary, David (OD)	(NIDDK)	Walker, Traci (NIDCR)
Collie, Krishna (RNSolutions)	Scibek, Carol (CSR)	Whelan, Kate (NIMH)
David, Tracey (CSR)	Seppala, Sandy (LTS/PCOB)	
Grabner, Caroline (NHLBI)	Shingler, Felicia (OD)	
	Simms, Sophonia (OD)	