Grants Management Lead Users Group Meeting Minutes

Date: November 13 2002
Time: 8:30–11:00 a.m.
Location: 6001 Executive Building, Conference Room C
Advocate: Marcia Hahn

Next Meeting: next meeting?

Attendees

The meeting was an extended Grants Management (GM) Lead Users Group meeting, with 88 attendees representing 19 Institutes, 3 Centers, OD, Northrop Grumman Information Technology (NGIT) and AHRQ in present.

IMPAC II Grants Management (GM) Training Session

Marcia Hahn and Cathy Walker provided an IMPAC II Grants Management training session. The session presented the new features of the Grants Management System established by the recent November 1 deployment of IMPAC II. The video webcast of the training session is available at (STILL WAITING FOR URL). The PowerPoint presentation of the session is attached (IMPAC II GM Training.ppt) and is also available on the Grants Management Infonet:

http://odoerdb2-1.od.nih.gov/gmac/gmac/impacii_training_20021113.html

New Features of the Grants Management System

The training session presented the new features of the Grants Management (GM) System. Major topics covered during the session included the following:

- Type 4, 6, & 7 shell creation (*see Slides # 2–12*). Grants Management (GM) can now create Fast track STTRs and Type-6 & 7 records, but SQAIB must delete them

- Type-5 shell creation (see *Slide #13*). T-5 shells are created in IMPAC II immediately after a current award is released showing a future year commitment.

- Type-5 Synchronization (see *Slides #14–16*). Award revision and some ICO changes will cause the T-5 shell to synchronize. Creating WIPs may interfere with the cascading of certain data changes. Deleting WIPs will allow the Type-5 record to synchronize.

- New NGA Release Rules (see *Slides # 17, 18*). There is a new direct data bridge from IMPAC II to CAS.

- Change in Document # Format (see *Slides #19, 20*). All documents now require a 6-digit serial number.

- e-SNAP (see *Slides #21-36*). Grants Management System is ready for e-SNAP.

- FDP Phase IV Implementation (see *Slides #37, 38*). FDP Phase IV will be implemented with FY 2003 awards.

- New Financial Status Report (FSR) System (see *Slides #39-47*). This new Web-based system was deployed as a NIH eRA Commons application on November 1, 2002. The deployment will be in four stages.

Reminders for Grants Management Staff

Marcia Hahn and Cathy Walker concluded the session with a few key reminders:

- There has been a change in process involving the T-1 Change of Grantee Institution (see *Slides # 49–52*).

- Professional Profiles have been "frozen" from update once they are validated through the NIH Commons. Role records can be edited by the Grants Management (GM) staff, but not the actual profile. Only IC power users granted authority can edit profiles (see *Slide #53*).

- The T-5 "Due" Report has been available since mid August to the grantee community. ICs must be using the T-5 receipt screen in the GM Application of the API to upload the data (see *Slides # 54, 55*).

- NIH eRA Commons registered institutions now have access to pre-populated face pages (see *Slide #56*).

- When entering a CFDA #, enter only the last three digits (See *Slides #57, 58*).

- When using the Spreadsheet Import feature, the GM system automatically calculates budget periods for the future years based on the budget period imported for the initial year. If GM staff amends the initial budget period on the Administration screen, this does not change the future year budget periods that were system generated. GM staff must manually correct the future year budget periods on the Award Screen (See *Slides #59–63*).

- All data bridges between IMPAC I and II have been disabled. Marcia asked that GM staff first contact their Lead User if they encounter any glitches.