



## eRA Project Team Meeting Minutes

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**Date:** Tuesday, January 13, 2004  
**Time:** 9:00–10:20 a.m.  
**Location:** Rockledge 1, 5<sup>th</sup> floor conference room  
**Chair:** Jim Cain

**Next Meeting:** Tuesday, January 27, 9:00 a.m., Rockledge 1, 5<sup>th</sup> floor conference room

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### Action Items

1. (Scarlett Gibb, Sherry Zucker) Create and post a list of Task Order Managers on the eRA website.

### Attachments

- eRA FY04 Annual Planning Update (Scarlett Gibb):  
<http://era.nih.gov/docs/Fy04AnnualPlanUpdate-2.pdf>

### Project Report

*Jim Cain*

Jim explained that Dr. Norka Ruiz Bravo is currently recruiting candidates for a new Title 42 position within OER. The winning candidate will report directly to Norka and will serve as the project manager for the eRA project. Jim will report to this new position. Norka and JJ are working to identify an interim project manager to chair project team meeting until the position is filled.

### Collexis and Knowledge Management in 2004

*Richard Morris, Jim Cain*

Richard Morris provided an informal update on the current status of Knowledge Management (KM). He announced that the KM project is moving into a new prototype phase. The primary focus up to this point has been to address Center for Scientific Review (CSR) needs regarding the intake, referral, reviewer selection and assignment of grants for review. Thanks to the efforts of the Mitretek team, the current prototypes have matured enough to harden requirements and roll out KM tools to targeted CSR users by next year.

Before stepping down from the project, JJ McGowan provided several presentations to senior NIH management. These presentations highlighted the potential benefit of applying KM to the issue of scientific coding at an enterprise level. The next prototype phase will concentrate on how KM can be used to make general statements across NIH based on KM analysis of scientific coding. Richard noted that it is not the intent of the project to replace the individual coding schemes of Institutes and Centers (ICs) or to use KM to generate hard and fast figures for management reporting. It is, however, the vision that KM be used by management to create reasonably accurate generalizations and use those generalizations for trend analysis and to ask appropriate questions of ICs to drill down further into a particular area.

Richard is forming a team including individuals involved with scientific coding from six ICs. The focus of this team will be to understand individual approaches to scientific coding and related terminology and to develop soft requirements for the next prototypes. Richard hopes that the six ICs chosen will be a good cross-section representation of different approaches to this issue and that solving the challenges of the small group will translate into a good overall design for the prototype. The targeted timeframe for the next prototype is 6–12 months.

Richard commented that the Collexis application has been a critical component of the KM efforts to date and he is very excited that NIH has been able to obtain the licensing agreement.

Jim Cain explained that within a few weeks of year-end, Collexis provided a win-win proposition that he felt was too good to pass up. NIH was offered a substantial price reduction and the opportunity to put Collexis software on every NIH desktop if an agreement could be made by year-end to allow the revenue to be included in Collexis' 2003 taxes. Jim described the effort involved in making the deal happen as an "heroic saga". He praised IBM for stepping up to the plate in a situation with only a small pass-through return. The NIH site license bundled with a 1-year maintenance agreement for Collexis software will represent approximately \$1.37M. Jim noted that the obligation was made based on solid assurance that an additional \$2M in funds to be dedicated to KM would be released to eRA in the next few months. The remaining \$600K after the software deal will be put towards development.

Jim noted that the data repository is tightly linked to the KM effort. Pete Morton has been leading an effort to redesign the IMPAC II Reporting Database (IRDB) in conjunction with coding contractors. Steve Hughes will lead a similar and parallel effort to provide a data mart specific to KM. Steve will leverage a model developed by the National Cancer Institute (NCI) that provides tools that allow custom data marts to be built pulling data from multiple sources. Once in place, this model can be used to support Operating Division (OPDIV) integration and other initiatives. Pete noted that the approach is also under review by his IRDB redesign team.

## **eRA FY04 Annual Planning Update**

*Scarlett Gibb*

Scarlett reviewed the annual planning process, the list of priorities set by the Project Team and the Refined Work list including the Office of Management and Budget (OMB) strategic and performance goals and associated work tasks. She then provided an update of new contracts and task order status (see attached presentation for details).

Scarlett noted that as each task order is planned, a government Task Order Manager is assigned. Vickie Fadeley and Maria Koshy are the Task Order Managers for Maintenance and iEdison respectfully.

**Action: (Scarlett Gibb, Sherry Zucker) Create and post a list of Task Order Managers on the eRA website.**

The team asked how the Most Effective Organization (MEO) would affect the eRA plans. Jim Cain noted that no MEO activities are currently planned or budgeted and eRA has no MEO-related commitments.

## General Discussion and Announcements

**Contractors' Retreat**—Jim Cain will host a Contractors' Retreat at the Bolger Center on January 15–16, 2004. Each contractor will provide a presentation on their involvement in the project. eRA project processes and contractor interfaces also will be discussed. Jim noted that he has hosted two such retreats in the past and feedback from those events has always indicated that it is time well spent.

**Search Engine**—Scarlett Gibb announced that the IMPAC II website (<http://era.nih.gov/impacii/index.cfm>) now has a search engine that will search both the IMPAC II and the eRA (<http://era.nih.gov/>) websites. A search engine on the eRA website will be available soon, but will be restricted to searching its own site.

**Disaster Recovery**—Jim provided an update on Disaster Recovery (DR). He explained that the eRA's approach to DR has changed slightly. The original approach required a prioritization of critical systems that would be brought up in the event of a disaster declaration. In the new approach, all OLTP systems and business applications will be restored. Decision-support applications will still be handled as a low priority. Jim reminded the team that the plan allows 24 hours following an event for disaster declaration and up 48 hours after that declaration to restore critical systems. Therefore, a three-day downtime expectation should be set in regards to DR.

## Attendees

Armistead, Allyson (LTS/COB)	Gibb, Scarlett (COB)	Sachar, Brad (Oracle)
Burns, Amy (LTS/COB)	Goodman, Mike (OD)	Salata, Kalman (CSR)
Caban, Carlos (OER)	Hausman, Steve (NIAMS)	Seppala, Sandy (LTS/COB)
Cain, Jim (OER)	Hughes, Steve (OER)	Silver, Sara (Z-Tech)
Chicchirichi, David (OER)	Liberman, Ellen (NEI)	Sinnett, Everett (CSR)
Collie, Krishna (RNSolutions)	Loewe, Michael (NINDS)	Snouffer, Anna (OD/OFACP)
Cox, Michael (OER)	Lynch, Peggy (IBM)	Soto, Tracy (OD)
Cummins, Sheri (LTS/COB)	Martin, Carol (NHGRI)	Tatham, Thomas (CSR)
Diggs, Lana (OD)	Mayer, Pamela (NINDS)	Tucker, Jim (OER)
Dutcher, Sylvia (Mitretek)	Morris, Richard (NIAID)	Van Brunt, Virginia (LTS)
Enea, Mike (RNSolutions)	Morton, Pete (CIT)	Williams, Deneen (IBM)
Fadeley, Vickie (OER)	Moyer, Skip (AHRQ)	Williamson, Pamela (Perot)
Frahm, Donna (OER)	Panniers, Richard (CSR)	Zhen, Changqing (IBM)
Gaines, Patti (OER)	Patel, Kalpesh (Ekagra)	Zucker, Sherry (DEIS)
	Porter, Yvette (OD)	