



eRA Project Team Meeting Minutes

Date: August 13, 2002
Time: 9:00 a.m.–10:00 a.m.
Location: 6700 B Rockledge, Room 1205
Chair: John (JJ) McGowan

Action Items

1. (Jim Tucker) Write and publish a Tech Note on the procedure to process FY2003 grants in IMPAC I if grant is to be funded in FY2002.
2. (Pete Morton) Ask Jack Jones who the point person is for the integration of the NBRSS with eRA.

Budget Update

JJ McGowan

JJ announced that there is a possibility of tapping into \$4M from the contingency fund for the eRA project in this fiscal year. JJ will keep the team updated.

In the meantime, JJ reiterated that the Commons release cannot get off-track because many of the IMPAC II modules scheduled for release in December depend on data from it, e.g., Internet Assisted Review (IAR). Also, the Loan Repayment Program will be integrated with IMPAC II. This will allow LRP people to view grant images, which will allow them to make more timely, accurate decisions, and the integration will not add to the cost of the project.

Commons Deployment

Jerry Stuck

JJ announced that Jerry Stuck is transferring back to NSF, but that, despite the change in agency, will continue to work on the eRA project.

Jerry said that the Commons is connected to IMPAC II via replication, which had to be stabilized before the Commons could be released. There has been a collaborative effort between the Commons team and the User Support team, headed by Tim Twomey, to determine the best way to deploy Commons.

The Commons will be deployed in four stages:

Stage 1	Northwestern, Dartmouth and UCLA will participate in Stage 1. During this stage, the institutions will do some work, including enrolling PIs and checking institutional data. From their input, the team will develop enhancements and fix bugs. This version will connect the Commons production version to the IMPAC II staging environment.
Stage 2	The same three institutions will participate, but this time the system will be a production version connected to the IMPAC II database.
Stage 3	Eighteen institutions will participate in this stage.

Stage 4	All of the institutions (185) will be added incrementally.
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Single-point-of-ownership is a new feature for Commons for which training may be required. Training needs will be gathered during the first stages of deployment with subsequent training development and delivery. Initially, however, PIs at the three institutions participating in the first two stages will know how to use Commons and probably will need only minimum training.

All of the Commons, Version 1, data is being converted to the new version of Commons and will be provided to the specific institution when it starts using Commons. This will provide them with a base from which to make corrections and “clean up” their data.

Another new feature allows PIs to designate an assistant to enter and update information. Although this may add a level of complexity in regard to data integrity, it addresses the reality of how institutions enter information. The PI will be required to review any information entered by the assistant and will have responsibility for its accuracy.

Regarding the relationship between the NIH Commons and the Federal Commons, Jerry said that the Federal Commons has been “subsumed” into the Federal eGrant project, so, for all intents and purposes, doesn’t exist as the “Federal Commons.” Federal eGrants is scheduled for rollout in October 2003.

IMPAC I Shutdown

Jim Tucker

http://era.nih.gov/Docs/IMPAC_I_Update_08-13-02.pdf

On Friday, Aug. 9, changes were made in the Reverse Bridge to accommodate the use of 8-digit grant numbers. IMPAC I cannot read 8-digit grant numbers so FY2003 applications, which bear 8-digit numbers, are not being bridged over to IMPAC I. FY2002 and prior data are still being bridged and can be accessed through IMPAC I.

In cases where FY2003 grants are going to be funded in FY2002, there is a procedure in place that allows the grant to be created in IMPAC I so the award can be processed.

Action: (Jim Tucker) Write and publish a Tech Note on the procedure to process FY2003 grants in IMPAC I if grant is to be funded in FY2002.

In October, IMPAC II will be the conduit to the Central Accounting System (CAS). The last digit of the activity code is being dropped because the document number only can accommodate 6-digit serial numbers.

In summary, IMPAC I will contain a complete set of FY2002 data but will not contain any new FY2003 applications.

Steve Hughes noted that many APIs rely on data going through the bridge to process. If the bridge proc status code is not used, showing that the grant was forward bridged from IMPAC I, many APIs cannot process the data. This type of problem may surface with the shutdown of IMPAC I. Jim Cain noted that his team has reviewed the code numerous times and have tried to put all functionality of IMPAC I into IMPAC II. However, he knows that no amount of pre-conversion will anticipate every affected action. Jim asked that when problems are evident, to

notify the helpdesk immediately. The IMPAC II development team will try to correct any problems expeditiously.

Update on eRA Space Planning

Zoe-Ann Copeland

The Steering Committee approved a space request for approximately 25K sq.ft. to relocate all contractors under the NIH roof. The approved request was sent forward to the NIH Space Board. The goal is to acquire the space within Rockledge 1, with completion of this consolidation of eRA contractors in the Fall of 2003.

Renovations of the first floor in Rockledge 1 are scheduled in four phases. The first phase, construction of the eRA helpdesk area, begins this month. Phase 2 is targeted to begin in mid-October. The last phase of the first floor is dependent on completion of the second and third floor OER space in Rockledge 1.

Discussion of October Project Team Retreat

Carla Flora

The Team Retreat is scheduled for Thurs., Oct 10, 10 a.m.–5:30 or 6 p.m., and Fri., Oct. 11, 8:30 a.m.–2 p.m. (times are tentative).

Carla reviewed the proposed eRA Project Team Retreat topics, which include the following:

- **Overview and Introduction**

- **Denali Assessment:** Where we were one year ago vs. where we are now. Outcome: develop eRA Project Team charter.

- **Future of Grants Management/Review/PI with architecture:**

 - Future of Review/Committee Management/PI with architecture:**

 - How do these business practices overlap? How do they fit together? Where do they crosscut? Where do they cross-feed? Examine internal and external processes. What end-to-end processes will change if fully integrated? Outcome: identify missed opportunities.

- **Integration of the NIH Business and Research Support System (NBRSS),** which is the combination of the NIH Business System (NBS) and the Enterprise Human Resources and Payroll System (EHRP), **with eRA.**

 - The overall question, which is also rhetorical and eternal, is how do we coordinate across these projects so that they all work for NIH?*

Action: (Pete Morton) Ask Jack Jones who the point person is for the integration of the NBRSS with eRA.

- **Opportunities for Partnership:**

 - Advocate Breakout Session**

 - Contractor Breakout Session: Discussion of SBIRs.** How will SBIR grantees fit into the project? How many core functions do we deliver? What do we pass on to commercial ventures? How can contractors partner and help each other?

- **e-Grants:** Charlie Havekost will make a presentation.
- **Knowledge Management and Beyond:** How other organizations currently are using Knowledge Management and how we can use it to leverage our future. Speaker: Richard Morris has recommended two experts on knowledge management who have agreed to make a presentation.
- **Recap:** Review of action items; consensus on strategy; reality check. Where are we now and where are we going?

The success of this retreat is dependent upon the work that is done beforehand. This pre-retreat work will provide the background that participants will need to intelligently participate in discussions and to make knowledgeable decisions.

This Retreat program is in development and all suggestions are most welcome.

Attendees

Albrecht, Lyn (LTS)	Grandy, Vanessa (Z-Tech)	Schaffer, Wally (OD)
Caban, Carlos, (OER)	Greenleaf, Andy (NGIT)	Schwartz, Chip (Z-Tech)
Cain, Jim (OER)	Hahn, Marcia (OER/OPERA)	Seppala, Sandy (LTS)
Christian, Vonetta (LTS)	Hann, Della (OD/OER)	Seto, Belinda (OER)
Collie, Krishna (RN Solutions)	Hausman, Steve (NIAMS)	Silver, Sara (Z-Tech)
Copeland Sewell, Zoe-Ann (OD/OER)	Hodgkins, Earl (NIGMS)	Snouffer, Anna (OD/OFACP)
Cox, Michael (OER)	Martin, Carol S. (NHGRI)	Spitzberg, Bobbi (OER)
Erickson, Bud (NCI)	McGowan, John (NIAID)	Stuck, Jerry (OER/OD)
Fitzgerald, Steve (RN Solutions)	Miller, Maeve (LTS)	Tucker, Jim (OER)
Flora, Carla (OER)	Morton, Pete (CIT)	Wilson, Mike (NGIT)
Frahm, Donna (OER)	Panniers, Richard (CSR)	Zucker, Sherry (OD/DEIS)
	Patel, Kalpesh (Ekagra)	
	Rodbell, Patti (LTS)	