



Date: Tuesday, February 1, 2005
Time: 9 a.m. –11 a.m.
Location: Rockledge 1, Room 8111
Advocate: Jennifer Flach

Next Meeting: Monday, February 14, 1:30 p.m. to 3:30 p.m., Rockledge 1, Room 2198

Action Items

1. (Sara Silver) Send to the eCGAP Group the link to Cool Tool eCGAP query for pulling up applications in 3-day lag period.
2. (All) Review copy of 424 R&R and PHS 398 form and provide feedback at next meeting

Fiscal Year 2005 Budget Update

Jennifer Flach

Jennifer reported that eRA finalized its budget priorities for Fiscal Year 2005 last week. For eCGAP, one task order begun this past summer, to evaluate the eRA eXchange and recommend the future architecture (ebXML), is now complete. A new task order for eXchange construction based on that evaluation has been approved. A smaller task order for rolling out minor enhancements and fixing minor defects for eCGAP and CGAPRR is also en route to being approved. Jennifer noted that this task order is separate from eRA's main maintenance contract and will provide eCGAP and CGAPRR more stability in the coming months.

Fiscal Year 2006 Planning

Jennifer Flach

Jennifer stated that eRA is looking ahead and subgroups have been formed to discuss planning priorities for Fiscal Year 2006 and report back next week to eRA's project manager Israel Lederhendler. Janna Wehrle is part of a subgroup that will discuss planning associated with end-to-end processing (everything outside Receipt and Referral). Skip Moyer will be part of a group that will discuss planning associated with Grants.gov and OPDIVs in terms of external drivers and how they will influence priorities.

In terms of eCGAP priorities, Jennifer outlined the following and requested the group provide some input:

New Competing Application Types: SBIR (Small Business Innovation Research), Fellowships, other Rs, Ks

Progress Reports: eSNAP (electronic Streamlined Non-Competing Award Process)

Other Transactions: Financial Status Report (FSR), electronic Notice of Grant Award (eNGA)

New Capabilities: Consortia, subprojects, improved appendix, Receipt & Referral needs

Some priorities will be completed in Fiscal Year 2005:

- Control Receipt Dates
- IC Study Section request
- eNGA
- Subcontracts, Consortia
- Targeted and actual enrollment as structured data in electronic applications for Population Tracking
- PPF (Personal Profile)
- Adding some other Rs

Others will stretch into Fiscal Year 2006:

- eCorrections will begin in FY05 but take until FY06; supplemental materials would be part of e-corrections and is likely to be completed in FY05
- Subprojects
- Expanding appendix capabilities will be done in FY 05; Getting appendix that are not PDF but another format will be done in FY06
- Developing ability to handle Consortia and subcontracts in budget
- Digital Signature
- For new competing application mechanisms such as K, SBIRs, Fellowships, FY05 funding will probably cover one or two but the rest will go into FY06.

JJ Maurer said he would add one more priority to the list: the ability for an Institutional Service Provider to query the eRA database, for example, to retrieve a list of existing clients.

Discussion:

New Competing Applications— The group suggested that having invested so much in developing the 398 forms, eCGAP should mine it a while longer before branching out to forms like PHS 416-1 (Fellowships or Individual National Research Service Award). In that light, the group suggested developing a mechanism to handle K type applications (Career Awards for individuals with a research or health-professional doctorate) which come on a 398 form, before developing a mechanism for Fellowships that come on the 416-1.

Sara Silver noted there would be a lot of overhead associated with developing the new form 416. The group also discussed ways of electronically handling receipt of the three reference letters that are required with every Fellowship application. Currently the reference letters are sent to the Center for Scientific Review (CSR) in sealed envelopes via the Fellowship applicant. Sara suggested the reference letters could be emailed to eCGAP to be matched up with the application, but others noted that there may be complications – would the person who wrote the reference letter have to submit via a Service Provider? If the letter was submitted via Commons, would it not be burdensome on the writer to register with Commons just to submit one letter? The group concluded that the task clearly involved more analysis and that it would be better to wait until K was developed before they touched Fellowships.

Grants.gov—A group member noted that vendors were unlikely to set up shop to handle electronic transactions with 398s with the prospect of Grants.gov and the use of the standard federal grant application form 424 looming overhead. Universities are also reluctant to work with eCGAP and 398s; they are biding time until Grants.gov gets fully operational. Against this backdrop, eCGAP is working towards three seemingly competing goals— namely to get more

applications in through eCGAP, prepare to get more applications through Grants.gov and accommodate OPDIVs.

Jennifer noted that while one approach is to tailor the eCGAP process based on nuances involved in different grant mechanisms, another approach would be to build needed grant mechanisms and influence policymakers to adjust the business processes to fit the eCGAP system. This would also include influencing Grants.gov with regard to priorities for future forms development.

OPDIVS—Sandy Karen noted that as an OPDIV (Operating Division), Health Resources and Services Administration (HRSA) is looking at the 398 and 424 forms and will decide its course depending on how NIH decides to handle the 398 – whether it continues to use it and how much and whether the eRA system can handle 424 R&R. Skip noted that the Agency for Healthcare Research and Quality (AHRQ) is reliant on whatever NIH does. AHRQ uses 398s and like other OPDIVS will need to go through Grants.gov and the 424 R&R.

Sara Silver suggested that given the general trend toward using 424s, it may be a good idea to develop a mechanism for construction grants since they come in on a 424 form.

New Capabilities—Janna Wehrle emphasized developing capability for handling subprojects as a priority. Jennifer stated that they will explore the requirements and architecture.

Status of Feb. 1 submissions

Jennifer Flach

Going by estimates given by the Service Providers, Jennifer said she expected about 50 submissions for the Feb. 1 receipt date. Given those numbers, Suzanne Fisher said that eRA should mount a “big splash” for the June/July submissions to make it known that if applicants submit electronically through eCGAP, NIH is considering giving them 10 more days to submit compared to paper submissions. Paper applications will need to be in by June 1, electronic submissions by June 10. Similarly, for July, paper submission will need to be in by July 1 while it is July 11 for electronic. She said that some money needs to be allotted for publicizing electronic grant submission to potential applicants.

Suzanne outlined the following deadlines under consideration for electronic submission for the June and July receipt dates:

	June 1, 2005	July 1, 2005
Submit	6/10	7/11
Verify	6/14	7/14
If applicants do not approve of the online image and want to send paper	6/15	7/15

Group members also suggested putting out a NIH Guide notice on the June/July receipt dates as well as sending out this information to the Commons Working Group mailing list.

Update: Due to a re-examination of the current technical capabilities of CGAPRR, NIH will not be offering this incentive for the June/July receipt dates.

Cool Tool

Sara Silver said the finishing touches were being put to the 'Cool Tool' eCGAP query to pull up grant applications in the three-day lag period between the time the Referral Officer says "go" and the time the application is formally released from Receipt and Referral. Some of the changes that need to be incorporated are:

- Some sort of 'key' to describe the application status codes
- PCC code instead of council date

For the query by Receipt Date, she asked if the group would like to query by the verification date or submission date. The group said that a query by both submission (ticket issue) and by verification dates would be helpful. The group also noted that they would like to see all the applications, even those not verified. Sara noted that they will see all applications with submitted or verified status clearly delineated.

Action: (Sara Silver) Send to the eCGAP group the link to the Cool Tool eCGAP query for pulling up applications in 3-day lag period.

Review of Action Items from Jan. 18 Meeting

1. (Jennifer Flach) Check on timing of new Fellowship grant form. *Jennifer said that the Fellowship grant application form expires in June 2005. The form is being revised now and the plan is to have a final version ready to go to the Office of Management and Budget by April 1. There is no way to predict how long it will take OMB to approve.*
2. (Sara Silver) Work with Suzanne Fisher over the long-term on business rules for assorted R grant mechanisms that can be rolled in to eCGAP. *This is a long-term assignment.*
3. (Sara Silver) Print copies of 424 R&R and PHS 398 forms and bring to next eCGAP Focus Group meeting. *Sara handed out printed copies of the form and urged the group to give her some feedback at the next meeting.*

Action: (All) Review copy of 424 R&R and PHS 398 form and provide feedback at next meeting

Attendees

Dixon, Diana (OD)	Maurer, JJ (OD)	Sinnett, Everett (CSR)
Fisher, Suzanne (CSR)	Moyer, George (Skip) (AHRQ)	Swain, Amy (NCRR)
Flach, Jennifer (OER)	Myers, Chris (NIDCD)	Subramanya, Manju (LTS/OD)
Goodman, Michael (OD)	Panniers, Richard (CSR)	Tatham, Thomas (CSR)
Long, Kelly (HRSA)	Silver, Sara (OER)	Wehrle, Janna (NIGMS)
Karen, Sandy (HRSA)		