



## Committee Management User's Group (CMUG)

**Meeting Date:** January 28, 2004, Wednesday  
**Time:** 1:00–2:30 p.m.  
**Location:** Rockledge 2, Room 7111  
**Advocate:** Anna Snouffer  
**Analyst:** **TBD**  
**Next Meeting:** February 25, 1 p.m., Rockledge 2, Room 7111

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### Action Items

1. (Anna Snouffer) Ask Kate Whelan if she can run a report on the comment field.
  2. (Anna Snouffer) Contact Laverne Stringfield regarding the issue of 1099 issuance issues.
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### Update

The liaison analyst replacement for Krishna Collie as yet has not been appointed. Anna said that the new contracts for the eRA project have been awarded, but that the project has experienced a slowdown during this transitional period. She expects to have an analyst assigned soon.

Anna has kept the list of enhancements and changes for the module in anticipation of the new analyst. In the meantime, there are three items that are outstanding and, according to Scarlett Gibb, are on the pending action list for the project:

- Chair couldn't be assigned in CM Web
- CSR wants vouchers to have a label, e.g., mail reviewer
- Issues with the NBRIS interface with the eRA System database

National Heart, Lung, and Blood Institute (NHLBI) is working on a possible solution to the NBS interface solution. The idea is to enter only the eRA System (IMPAC II) voucher number in the DESCRIPTION field as originally directed, but to add the verbal description that is needed in the COMMENTS section. This would allow the Administrative Offices to identify specific travel dates and meetings. Kate Whelan will be asked to inquire about running reports and/or searches using the COMMENTS section.

**Action:** (Anna Snouffer) **Ask Kate Whelan if she can run a report on the comment field.**

Anna noted that the fundamental problem in mapping data from the NBS to the eRA (IMPAC II) System is that the NBS consists of flat files and the eRA System database is a relational database. It's very difficult to map between the two accurately.

### Issues

For Scientific Review and Evaluation Award (SREA) activities, there continues to be a problem uploading the 1099 data from IMPAC II to the system that will generate the 1099s. The 1099s are due by the end of January and it's clear that an extension will be required. This problem was

identified last spring with the expectation that it would be resolved by the end of the year in preparation of the January deadline. 1099s are required by the IRS to be sent, so the issue cannot be ignored. There will be a note sent out announcing that the issuance of the 1099 will be delayed. However, there was a question as to whether 1099s actually are due on January 31 or are due at a later date.

Additionally, the issue of correct addresses for mailing the 1099s was raised. Because addresses are not required, there are many outdated and wrong addresses in the database.

**Action: (Anna Snouffer) Contact Laverne Stringfield regarding the delay of 1099s.**

It was suggested that 1099s be generated from the eRA System database instead of the current source because it is a more accurate data source.

## **Attendees**

Caraballo, Kim (NICHD)	Grabner, Caroline (NHLBI)	Seppala, Sandy (LTS/COB)
Cecil, Christy (NIMH)	Kemmerle, Donna (NIDCD)	Sinnott, Everett (CSR)
Clary, David (OD)	Nuss, Mary (NIAID)	Snouffer, Anna (OD)
David, Tracey (CSR)	Rustin, Lisa (NCI)	Valeda, Kathryn (NHLBI)