



Committee Management User's Group (CMUG)

Meeting Date: May 26, 2004, Wednesday
Time: 1:00–3:00 p.m.
Location: Rockledge 2, Room 7111
Advocate: Anna Snouffer
Analyst: Sophonia Simms
Next Meeting: June 23 (4th Wednesday), 1–4 p.m., Rockledge 2, Room 7111

CM Web URL: <http://apps.era.nih.gov/cm/>

Action Items

1. (Anna Snouffer) Send a request to Sophonia Simms to analyze why chairs are not listed on a voucher and provide fix.
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Committee Management Charter

The new CM User's Group charter was approved with the changes sent in by Sandy Seppala.

The new charter reads as follows:

Committee Management eRA System

User Group Charter

Background

The Committee Management User Group (CMUG) was established to provide a forum to discuss and to facilitate the resolution of any user difficulty with the CM Module; identify required modifications, identify training issues and requirements for users, provide recommendations to the eRA Advocate or eRA analyst, and identify any current or potential issues when shared functionality overlaps with other modules.

Membership

CMUG will include the eRA Advocate, the eRA analyst for the CM Module, and any HHS staff member interested in the CM Module including Committee Management Officers and Assistants, Grants/Contract Technical Assistants, Scientific Review Administrators, Lead Grants Technical Assistants, and SREA Officers and staff. Members of CMUG represent their respective NIH Institutes/Centers or HHS Operational Divisions on issues and specific courses of action. Members are responsible for ensuring communications and exchange of information between the CMUG and their respective organizations. The group selects the Chair each November for the following year.

Meetings

CMUG meetings will be held once a month, generally on the fourth Wednesday, or as otherwise determined by the Chair. Suggestions for meeting topics may be submitted to the Chair. A meeting agenda will be sent to members via electronic mail. Meeting minutes and other documentation will be posted on the Web.

Approved by the CMUG on:

Date

Chair

Status of CM Projects

Michael Martin

Michael provided a System Activity list of incidents and new requirements that are being addressed.

Incidents

ID	Description	Status	Severity	Comments
18053	OFM Upload Data Transmission—Errors in Check Upload	Analysis	1: Critical	Will be addressed by the new requirement below.
17624	Check Register Summary Report Grand Total Amt and Page No. exceed space allotted	Acceptance testing	0: Blocker	Targeting May 30 release and June deployment.
15544	Problem identifying a SEP member as a chair in CM Web	Acceptance Testing	3: High	Targeting May 30 release and June deployment.
15533	Travel costs not populating in CM since NBRSS	Ready for development	0: Blocker	Isolated a problem in the job that reads the NBRSS file. Job ends when an invalid voucher number is encountered. Change requested to ignore invalid and process entire file.
18643	Check in Consultant's fee does not readily calculate fee	Reported to maintenance	3: High	Can work around by tabbing to another field on the Voucher/ADB screen (CM1054).

New Requirements

ID	Description	Status	Severity	Comments
	CSR travel data interface to IMPAC II	Ready for CCB approval		On CCB agenda for May 27
	New process for OFM upload transmission	Preparing requirements document		Completing analysis of entire process

Previous Member data—The GTAs in CSR and some Institutes/Centers have been told not to use “previous member” but to use “other member.” If the wrong record is pulled in, incorrect changes are made to the data. “Previous member” pulls up a group, and it could be very old data. Everyone needs to understand what data “previous member” pulls in and to check the date to see if the data can be used.

Direct deposit—The decision to pay SREAs by direct deposit is still pending. It has not been officially approved of as yet.

Table Talk

Rate changes—Last month there was a question as to whether changes in rates are reflected in the module. This was checked and it was confirmed that the new rates are shown.

Voucher—The chair of a group is not always showing up on a voucher.

Action: (Anna Snouffer) **Send a request to Sophonia Simms to analyzed why chairs are not listed on a voucher and provide fix.**

Gas increases—GSA may raise the rates for gas earlier than the usual because of the steep increase in the price of gas.

Attendees

Campbell, Bonnie (AHRQ)	Kemmerle, Donna (NIDCD)	Snouffer, Anna (OD)
Caraballo, Kim (NICHD)	Martin, Michael (OD)	Vilensky, Zenia (NCI)
Cecil, Christy (NIMH)	Nuss, Mary (NIAID)	Walker, Traci (NIDCR)
Clary, David (OD)	Rustin, S. Lisa (NCI)	Whelan, Kate (NIMH)
David, Tracey (CSR)	Seppala, Sandy (LTS/PCOB)	
Grabner, Caroline (NHLBI)	Sinnett, Everett (CSR)	