



eRA Program Official Users Group (ePUG)

Date: July 9, 2003
Time: 1:00–3:00 p.m.
Location: Rockledge 1, Room 3502
Advocates: Carlos Caban, Israel Lederhendler

Next Meeting: August 13, 2003, Wed., 1:00 p.m., Rockledge 1, Rm 3502

Actions Items

1. (All) Contact EPMC member to volunteer as an IC Program Module Lead User. EPMC member will email Carlos Caban to designate an IC Program Lead User.
2. (Chanath Ratnanather) Include a report/table on the Pending Type 5 page that displays sent dates for Type 5 Reminder and Late Notification emails.
3. (Chanath Ratnanather) Investigate how the eRA email notification system will handle bounce-back email; recommend as a requirement for October 2003 release of eRA notification system.
4. (Chanath Ratnanather) Find out if there is a status code for unscored grants and whether or not there is a database indicator for grants with no-cost extensions.
5. (Chanath Ratnanather) Verify that subprojects only have two statuses (pending and awarded).

Handouts

1. Email template for Type 5 Reminder and Late Notifications
2. Status Codes for Program Module: http://era.nih.gov/Docs/PM_Status_Codes_07-21-03.pdf.
3. eRA Program Module e-PUG Meeting presentation: http://era.nih.gov/Docs/ePUG_Meeting_07-09-03.pdf.

Announcements

Lead Users for Program Module—Carlos Caban and Israel Lederhendler have asked EPMC to designate lead users from each IC to officially represent the Program Module (PGM), assist with PGM training and installation, and provide insights about current IC extension systems. Lead users will meet once a month in addition to the regularly scheduled ePUG meeting. Carlos encouraged interested ePUG members to email him directly.

Program Assistants/Analysts—Program Analysts and Assistants will regularly attend ePUG meetings. These individuals will assist in the development of Program Analyst/Assistant role within the Program Module. This role will be comparable to that of a Program Director but will not include sign-off capability. It will be available in the October release.

Action: (All) Contact EPMC member to volunteer as a IC Program Module Lead User. EPMC member will email Carlos Caban to designate an IC Program Lead User.

E-Notification Process

Mike Loewe, Advocate for the Grants Management Lead Users group, announced that the NIH has implemented a new e-notification process for Type 5 Reminder and Late Notifications (see article in the latest edition of *Inside eRA*: <http://era.nih.gov/eranews/latestpartners.cfm>). Initially developed by the National Institute of Neurological Disorders (NINDS), the e-notification process automatically sends Reminder and Late Notification emails to Principal Investigators.

Mike distributed copies of both notifications. A Reminder email is sent on the first of every month for applications that are due in two months and a Late Notification is sent on the 16th of every month for applications that have not been received for the previous month's due date. Late Notifications are copied to an IC's IMPAC II account and ICs can arrange for all Late Notification messages to be sent to a clearly marked folder within Outlook.

Mike said that several ICs had used the e-notification process and that it has greatly decreased the number of late Type 5 applications. Although effective, this method of email notification is only an "interim solution" until the eRA project implements a more robust solution.

Israel asked Chanath how the e-notification system will affect the Program Module (PGM)—specifically, if the *Pending Type 5s* page will include a report or table indicating whether the Principal Investigator successfully received a notification. It would be helpful for Program Officials to see a record of contact with PIs before contacting the PIs themselves. Chanath said that the *Pending Type 5s* page has a column listing Type 5 receipt dates but not for Reminder and Late Notification receipt dates. He said that he would look into the possibility of including such a report in the PGM.

Israel also asked if there is a way to track notifications that "bounce back"—emails that are not successfully delivered to a Principal Investigator's inbox. Such a feature is essential to creating a foolproof automatic notification system. Chanath said that currently eRA does not have a way to handle "bounce-back" email, but he will recommend this as a requirement for the October 2003 release of the eRA notification system.

Finally, the group recommended that the Program Class Code (PCC) appear on the Late Notification email for tracking purposes.

Action: (Chanath Ratnanather) Include a report/table on the Pending Type 5 page that displays receipt dates for Type 5 Reminder and Late Notification emails.

Action: (Chanath Ratnanather) Investigate how the eRA email notification system will handle bounce-back email; recommend as a requirement for October 2003 release of eRA notification system.

Status Codes

Chanath distributed a list of status codes used at each stage of the Program Module (PGM) grant lifecycle and asked the group to confirm that the right code appears on the right screen:

http://era.nih.gov/Docs/PM_Status_Codes_07-21-03.pdf.

The group recommended the following:

- ❑ Move Award Prepared, Not Funded (status code 19) from the *Post Award* page to the *Pending Type 5s* page.
- ❑ Move Type 9 and corresponding status code from the *Pending Type 5s* page to the *Post-Council* page. Type 9s should appear in the Council round because they are competing, not non-competing.
- ❑ Investigate whether there is a database indicator for grants with no cost extensions, which can be determined as a change in the project end date. Carol Martin said that she was not aware of any status code for no-cost extensions in IMPAC II. Chanath said that he would find out and report back to the group.
- ❑ Investigate whether or not unscored grants have status codes.
- ❑ Add not yet activated fellowships (awarded but not yet active) to the *Active Grants* page.
- ❑ Add the status codes breakdown in each PGM portfolio page to the on-line help document.

Action: (Chanath Ratnanather) Find out if there is a status code for unscored grants and whether or not there is a database indicator for grants with no-cost extensions.

Search Page Hitlist Columns

Chanath asked the group to review the *Search* page hitlist scheduled for release in July/August.

The group recommended the following:

- ❑ Remove Type 5 Receipt Date column. This column is not relevant on the *Search* page because it is not valid for a competing grant. Chanath said that he will remove this column for the October 2003 release.
- ❑ Remove RFA/PA column.
- ❑ Include column for Program Official (PO) notes.
- ❑ Investigate the second value displayed in the priority score column. This value appears to be the same value displayed in the percentile column. The group agreed that the percentile and priority score columns should be separate columns without the second value displayed.
- ❑ Abbreviate column headers in hitlists (percentile, etc.)
- ❑ Add Program Official's middle initial. The group agreed that this would help distinguish POs.

Fiscal Year Default

Chanath explained that there is a problem with defaulting to the current fiscal year in the Program Module. Apparently, many Program Officials are not receiving grants that are assigned to Council for the next fiscal year; these grants are disappearing from portfolios. Chanath said that he could remedy the problem by adding the next fiscal year and the last fiscal year to the default for the October 2003 release. Users could then decide whether or not to use that filter. The group approved Chanath's proposal.

Hierarchies and Delegation in PGM

At the last ePUG meeting, Chanath presented his “clustering” proposal as a solution to the hierarchy and delegation requirements for the Program Module. Clustering would—

- ❑ Allow Program Assistants/Analysts to log in and view the portfolios of all the Program Directors they work for.
- ❑ Allow branch or supervisory directors to view the portfolios of everyone who is working in their section.
- ❑ Allow delegation to a limited number of users as opposed to everyone within an IC.

Recently, Chanath presented his proposal to a meeting of the Program Advocates, Analysts, and representatives of the IMPAC II Technical Coordinators. They approved Chanath’s proposal but suggested the following:

- ❑ Change name from “Clusters” to “Organizational Layers and Delegation.”
- ❑ Stress that using Organizational Layers and Delegation is optional.
- ❑ Develop a User Interface for Organizational Layers and Delegation.
- ❑ Allow ICs and OPDIVs to assign user privileges and manage Organizational Layers and Delegation.
- ❑ Present as an eRA-wide generic solution to Project Team.

Program Class Codes

Due to complications, the initial requirement for a Program Class Code (PCC) search feature will not be met in July/August. Apparently, PCC search parameters only will filter within a Program Director’s portfolio. So, for July/August, PGM users will not be able to search for PCC codes; they only will have a PCC filter. The PCC search was planned as a workaround to view another PO’s portfolio. The hierarchical portfolios and “view other PO’s portfolio” features will retract the need for PCC searches in the October 2003 release.

Subprojects

Chanath plans to remove the filter “Include Subproject” on all Program Module pages except the *Active Grants* and *Pending SRG* pages. The “Include Subproject” filter is only relevant on these two pages because subprojects only have two statuses (pending and awarded). Chanath said that he will begin removing the filter from the remainder PGM pages in October. Finally, Carlos suggested leaving the filter on the *PreCouncil* page as well, since some projects are disapproved during peer review.

Action: (Chanath Ratnanather) Verify that subprojects only have two statuses (pending and awarded).

October Release Features

Chanath presented the prototype of the Program Module scheduled for release in October 2003 (see *Slide #12*): http://era.nih.gov/Docs/ePUG_Meeting_07-09-03.pdf.

The group recommended the following changes:

- ❑ Provide an option to hide/show the entire filter-sort section on each portfolio page. The initial default is to show the entire filter-sort section, and then the options allow for a default to user-selected option.
- ❑ Increase font size of top-level menu tabs.
- ❑ Change menu tab labeled “Search Other PO” to “Search Another PO’s Portfolio.”
- ❑ Correct bugs in grant snapshot, including multi-PCC section, missing Type 5 receipt dates, etc.
- ❑ Add Program Class Codes (PCC) to all hitlists.

Attendees

Armistead, Allyson (LTS)	Greenfield, Teri (NIAID)	Pomicter, Carolyn (NCRR)
Asanuma, Chiiko (NIMH)	Kaufman, Steve (NICHD)	Ratnanather, Chanath (OD)
Bartlet, Ginny (NIMH)	Lederhendler, Israel (NIMH)	Schultz, Susann (NIMH)
Burns, Amy (LTS)	Martin, Carol (NHGRI)	Sorensen, Roger (NIAAAA)
Caban, Carlos (OER)	Musson, Bob (NHLBI)	Strasburger, Jennifer (NCI)
Finkelstein, David (NIA)	Nichols, Paul (NINDS)	Wehrle, Janna (NIGMS)
Fisher, Richard (NEI)	O’Neill, Ray (NCRR)	
George, Janet (NHLBI)		