



eRA Advocate Charter

Background

The electronic Research Administration (eRA) of the National Institutes of Health (NIH) is the operational platform that supports grant processing at NIH. eRA seeks to furnish state-of-the-art computing platforms to increase the productivity of the NIH community and ease of access for extramural institutions. The project promotes the conversion to electronic processes within the enterprise and serves as NIH's link to e-government. Providing a vital connection to the user community, the eRA Advocate role is crucial to eRA's success.

Role of the Advocate

Advocates represent business areas and functional groups that are part of the eRA project at NIH. They serve as principal members of the eRA Project Management Team. Advocates identify requirements, establish functional priorities and resolve issues with the functional groups and user communities that depend on the system to complete the NIH mission. Advocates are responsible for preparing business plans for their area of responsibility in cooperation with OER analysts as well as for monitoring progress of development. Advocates must approve development efforts at various stages for development to continue.

Responsibilities

Each eRA Advocate will:

- Represent the interests of their business area on the eRA Project Team.
- Communicate the decisions and policies of the eRA Project Team back to their constituents.
- Solicit members for and sponsor standing user groups to gather and summarize requirements for the ongoing development and maintenance of the eRA applications that support their business area.
- Provide input to eRA's Business Process Re-engineering (BPR) efforts.
- Prepare a yearly business plan for their area of responsibility.
- Prioritize specific user requirements and approve development work in accordance with the actual budget and resources available.
- Through a close relationship with the OER analyst and task manager ensure that user requirements are met in the design and development of business area applications.
- Report, as needed, on the achievements or issues in their business area to the eRA Project Team meeting, in the *Inside eRA* newsletter, or during various Office of Communications & Outreach (OCO) events.

Structure

Terms: The term for each eRA Advocate is determined by the eRA Project Manager.

Membership: eRA Advocates are chosen by and serve at the discretion of the eRA Project Manager.

Meetings: Each eRA Advocate shall attend the eRA Project Team Meeting, which takes place for two hours on the second and fourth Tuesday of each month. The eRA Advocate shall also attend the yearly eRA Project Team retreat.