# IMPAC II GM Lead User's Group

**Date:** March 12, 2003
**Time:** 9:00–11:00 a.m.
**Location:** 6100 Executive Building, Conference Room 813B
**Advocate:** Michael Loewe

**Next Meeting:** April 9, 9 a.m., 6001 Executive Blvd., Conference Room A1/A2

## Actions Items

1. (All) Email Mike Loewe any questions about auto-routing eSNAPs or options for the auto-notification process.

2. (Mike Loewe) Develop a cheat sheet for ICs on options for retrieving, managing, and storing eSNAP notifications and accessing eSNAPs.

3. (All) Determine procedure for retrieving, managing and storing eSNAP notifications.

4. (Mike Loewe) Include discussion of eSNAPs, auto-notification process, and procedures for handling eSNAP notifications as an agenda item for the April GM Lead Users meeting.

5. (Pam Mayer) Email GM Lead Users Group instructions and screen shots for changing and editing Principal Investigator (PI) profiles.

6. (All) Distribute instructions and screen shots on changing and editing PIs' profiles to respective ICs; educate GM specialists on the difference between changing and editing a PI profile.

7. (Debbie Hendry) Finalize edit checks document; distribute to appropriate recipients.

8. (Debbie Hendry, Marc Pitts) Work with Edit Checks Workgroup to develop edit checks document for SBIR/STTR screens.

9. (All) Ensure that your IC is on board with the Grants Closeout system; email Mike Loewe for assistance.

10. (All) Email Pam Mayer any suggestions for or problems with the newest Standardized Spreadsheet.

11. (All) Encourage new GM staff members in respective ICs to attend Grants Management training sessions hosted by the Electronic Consolidation Subcommittee (ECS).

12. (All) Email Mike Loewe to teach a GM training session hosted by ECS or to share ideas for training topics or activities.

# eSNAP Update

Eddie Myrbeck announced that 20 eSNAPs have been received at the NIH. Large grantee organizations, such as UCLA and the University of Michigan, are currently using eSNAP. These numbers are expected to increase quickly, with 200 eSNAPs expected by July. With the anticipated rise in eSNAP applications, it is crucial that ICs know where to retrieve incoming eSNAP notifications as well as the actual eSNAPs themselves, how to forward notifications to the Program Specialists, and how to store them electronically.

Eddie said that in NIAMS, eSNAP notifications are sent to a Summary Statement and Resume of Transactions (ROTs) email account. Eddie uses an Outlook filter to keep these notifications in his inbox and to automatically route them to both Program and the Program Specialist specified in the text of the message. Once the notification is forwarded, the Program Specialist must determine how to retrieve the eSNAP, from ICO or QuickView.

Dave Chicirrichi explained that the IT Technical Coordinators were responsible for this decision to send eSNAP notifications to the Summary Statement mailbox. He asked group members to contact him if their respective ICs want to receive eSNAP notifications in a different mailbox.

Mike Loewe explained that in NINDS, all GM-related data from the IMPAC II system is sent to a main inbox and then automatically routed to different categorical folders in Outlook. In the case of eSNAPs, all notifications are routed to an eSNAP folder. The NINDS IMPAC II Technical Coordinator implemented this structure for handling IMPAC II mailers. Mike told the group to contact him with any questions about auto-routing eSNAPs or options for the auto-notification process. He offered to develop a cheat sheet to assist the GM community in retrieving, managing, and storing eSNAP notifications. It is crucial that ICs develop and follow an effective process, especially as the number of incoming eSNAPs continues to increase.

Mike asked group members where they are instructing Program to retrieve eSNAPs. He explained that eSNAPs can be accessed through GM, ICO and QuickView, which are located in the Grant Folder.

Finally, Mike said that it is important to avoid printing paper copies. After all, if eRA is working to establish an electronic research administration and the GM community continues to use paper copies, the NIH is not progressing forward. Mike emphasized the need to transition to a completely electronic process. For now, though, it may be best to print out a copy until the electronic process is solidified in the ICs. However, Mike reminded the group that the Grants Policy Directive states that an electronic image can serve as the official record as long as that image was received electronically, maintained electronically, and referenced in an electronic file. Using that directive, Mike urged the group to begin brainstorming ways to transition to a solely electronic process.

**Action:** **(All) Email Mike Loewe any questions about auto-routing eSNAPs or options for the auto-notification process.**

**Action:** **(Mike Loewe) Develop a cheat sheet for ICs on procedures for retrieving, managing, and storing e-SNAP notifications and accessing eSNAPs.**

**Action:** **(All) Determine procedure for retrieving, managing, and storing eSNAP notifications.**

**Action:** **(Mike Loewe) Include discussion of eSNAPs, auto-notification process, and procedures for handling eSNAP notifications as an agenda item for the April GM Lead Users meeting.**

## Change to IMPAC II Address Line

Mike distributed screen shots of the Enter Award page in IMPAC II. He called attention to Line 5 of the address fields. This line generally holds city, state, and zip code information. However, Mike Goodman, an analyst for the Office of Extramural Research (OER), is developing an algorithm that will transfer the city, state, and zip code information entered in Line 5 to individual city, state and zip fields. The algorithm will then lock Line 5, preventing users from entering additional data in this field.

Scheduled for the July release, the algorithm will be applied to a million records and will be only 90 percent successful, leaving approximately 100,000 records unaffected. Mike explained that the Grants Management community will have to check the edit addresses screen carefully to ensure that city, state, and zip code information has been transferred to the individual fields. Mike Goodman is also developing a button that will transfer the city, state, and zip code automatically to the individual fields should GM staff find that the information is still located Line 5. Mike will continue to update the group about this change to the Award Screen when he receives additional information from Mike Goodman.

## Changing/Editing Principal Investigator and Data Integrity

Mike distributed instructions for changing a Principal Investigator (PI) profile. He said it is crucial that the Grants Management (GM) staff knows how to change a PI profile because monthly reports displaying data errors indicate that GM is incorrectly editing PI information rather than changing the PI on a specific grant. It is important that the group educates their staff to successfully execute this task.

Pam Mayer emphasized that the Change of PI button should be used to change the PI role to a completely different person. The Edit PI button must not be used to change the Principal Investigator on a grant.

Pam said GM staff should rarely edit a PI profile. However, if information in an existing profile needs to be edited, GM staff should use the Edit PI button on the Awards Screen.

Mike asked group members to distribute the instructions and educate their respective ICs. He will send the instructions via email. He hopes to reduce the number of data errors generated by the GM community.

**Action:** **(Pam Mayer) Email GM Lead Users Group instructions and screen shots for changing and editing Principal Investigators (PIs) profiles.**

**Action:** **(All) Distribute instructions and screen shots on changing and editing PIs' profiles to respective ICs; educate GM specialists on the difference between changing and editing a PI profile.**

## Edit Checks Document

Debbie Hendry distributed the most recent version of the edit checks document. The document reflects changes for the Grants Management (GM) module should they be approved by the

developers. Debbie explained the format of the document, pointing out that the original error messages are printed in black while suggested changes are highlighted in color. Overall, the Edit Checks Work Group agreed to remove periods at the end of sentence fragments, eliminate third-person voice, and make references to screens. The group also developed a few ideas for redesigning the screens, such as including a hyperlink in error messages that would take users directly to the cell requiring modification. Finally, the group decided that there is a need for additional SBIR/STTR-related edit checks. Debbie told the group that she would finalize the edit checks document and distribute it to appropriate recipients.

**Action:** **(Debbie Hendry) Finalize edit checks document; distribute to appropriate recipients.**

## Additional Need for SBIR/STTR-Related Edit Checks

Marc Pitts emphasized the need for SBIR/STTR edit checks. He said that a few key edit checks would improve the system and eliminate errors, particularly those associated with the required 40/30 split between the Small Business Concern (SBC) and the Research Institution (RI).

He distributed a handout of concerns, suggested edit checks, and edit check justifications. Marc proposed the following:

- Ensure data entry of accurate SBIR/STTR information. Data entered for the single partnering Research Institution (RI) on STTR awards are not accurate because many of these entries actually concern the Small Business Concern (SBC) rather than the RI. This mistake causes awards to fall out of compliance with the required 40/30 split between SBC/RI.

- Develop edit checks to update the IMPAC II SBIR/STTR award section.

- Develop an edit check error message that will prevent the GM specialist from releasing or awarding an SBIR/STTR grant without populating the information within the SBIR/STTR section on the award screen.

- Add a third field called "Other Research" to the SBIR/STTR screen. This field, with the proper algorithm, would ensure the accuracy of total costs and calculate the 40/30 required split between the SBC/RI/Other Research Amounts. The Other Research Amounts would be calculated as the Cumulative of Subcontracts and Fee for Service Contracts.

- Implement SBIR Research Code to increase correct data entry for the Minority Business Code and/or the SBIR Research Code.

Marc asked group members if they were in favor of STTR/SBIR edit checks. The group agreed that the Edit Checks Working Group should assemble an edit checks document.

**Action:** **(Debbie Hendry, Marc Pitts) Work with Edit Checks Workgroup to develop edit checks document for SBIR/STTR screens.**

## FSR Update

Dave Chiccirichi announced that 190 organizations are registered in the NIH eRA Commons. Of these 190, 50 institutions have submitted FSRs. Overall, 1,200 FSRs have been received; 600

were entered into the IMPAC II system while the other 600 were retrieved from the old IMPAC I system and resubmitted into IMPAC II. Dave explained that all FSRs will be submitted to IMPAC II when the IMPAC I system is finally shut down.

Dave said that he has worked closely with most frequent users of old FSR System, making sure that these institutions are on board with the NIH eRA Commons and the new FSR process. Unfortunately, while some institutions have embraced the change, others have not. This will become problematic when the NIH shuts down the old FSR system, as institutions will have to adapt quickly.

Dave asked the group to direct all questions about FSRs or registering with the NIH eRA Commons to the Helpdesk.

## Closeout Module Working Group

Mike announced that the Grants Closeout Module, scheduled for the March release, will have several new features. The most exciting feature will be a report for never-funded applications. This report will allow the GM community to view a specific council round to identify never funded applications. The new version of the Closeout Module will allow staff to track the shipment of never funded applications to the Federal Records Center, pull files back to the IC if necessary and enter a destruction date when appropriate.

Mike also announced that almost 11,000 records are currently stored in the Grants Closeout Module. However, he said that only 18 ICs are responsible for 99 percent of these records, leaving six ICs with granting authority that are not on board with the system. Mike asked group members to ensure that their respective ICs are using the Grants Closeout Module. He emphasized the importance of using the Grants Closeout Module, especially as the information in the system will eventually become available to the grantee via the NIH eRA Commons. It will reflect badly on the GM community at the NIH if all of our information is not properly entered.

Finally, Mike encouraged group members to contact him directly if their respective ICs need assistance setting up or using the Grants Closeout Module.

**Action:** **(All) Ensure that your IC is on board with the Grants Closeout system; email Mike Loewe for assistance.**

## Standardized Spreadsheet Working Group

Pam Mayer said that the Standardized Spreadsheet Working Group did not meet last month. However, the group is scheduled to meet this Friday to discuss bugs and enhancements. Pam asked the group to email her any suggestions for or problems with the newest Standardized Spreadsheet.

**Action:** **(All) Email Pam Mayer any suggestions for or problems with the newest Standardized Spreadsheet.**

## Foreign Components Module Focus Group

The Foreign Components Module Focus Group met three weeks ago to discuss requirements for data items. Mike reminded the group that the envisioned Foreign Components Module will record information about foreign grants and foreign components of research grants.

The focus group discussed using the subproject functionality of IMPAC II for the Foreign Components Module, specifically to create separate instances of 1820s. For example, if there are five foreign components on an RO1, users would be able to create five 1820s. The group also discussed the possibility of using a previous 1820 and resubmitting it through the process. The envisioned module will include the completion and electronic routing of the 1820 form for approval.

Mike explained that the requirements for the Module are increasingly complex; however, he said that a pilot should be available in July.

## GCM, GM, ICO, and TA Training

Mike said that the Electronic Consolidation Subcommittee (ECS) is dedicated to providing better and more efficient training for the Grants Management (GM) community. ECS wants to educate new and current staff on the IMPAC II system, including where to retrieve eSNAPs, how to create a new PI profile, among other tasks.

ECS is hosting two different classes for the GM community. The first, held this Friday, focuses on the Grants Closeout Module. The second class focuses on GM, ICO, and TA training tips and tricks. This class is offered in the Fernwood building at two different times on March 21, one from 9:30–11:30 a.m. and the other from 1:30–2:30 p.m. Pam Mayer explained that the GM, ICO, and TA training session will not focus heavily on TA, but will hand out helpful instructional guides.

Mike asked group members to encourage new staff members in their respective ICs to attend these training sessions. He also asked group members to email him if they would like to teach a training session of if they have any ideas about training topics or activities.

Finally, Mike emphasized the importance of training GM staff. He said that GM could serve as a model for the NIH on how to keep staff up-to-date with fast-moving technological developments.

**Action:**   **(All) Encourage new GM staff members in respective ICs to attend Grants Management training sessions hosted by Electronic Consolidation Subcommittee (ECS).**

**Action:**   **(All) Email Mike Loewe to teach a GM training session hosted by ECS or to share ideas for training topics or activities.**