



## GM Lead Users Group

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**Date:** October 13, 2004, Wednesday  
**Time:** 9:00–11:00 a.m.  
**Location:** 6101 Executive Building, 2<sup>nd</sup> Floor Conference Room  
**Advocates:** Michael Loewe and Pamela Mayer

**Next Meeting:** Wednesday, November 10, 2004, 9:00 a.m.-11:00 a.m. Atrium Building, 6101 Executive Blvd, 2<sup>nd</sup> Floor Conference Room.

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### Actions Items

1. (All) Forward Mike Loewe, Pamela Mayer, or Bob Tarwater nominations for the new GM Lead Users Co-Chair.
2. (All) Encourage your respective IC staff to refer applicants to the NIH eRA Commons for information about Just-in-Time submissions.
3. Action: (All) Remind your respective IC staff to access JIT information in the Grant Folder, not the NIH eRA Commons.

### Handouts

- Just-in-Time (JIT) Submissions via the Commons Handout  
[http://era.nih.gov/docs/GM\\_Handout\\_JIT\\_Submissions\\_10-13-04.pdf](http://era.nih.gov/docs/GM_Handout_JIT_Submissions_10-13-04.pdf)
- Sample Just-in-Time Mailer  
[http://odoerdb2.od.nih.gov/gmac/topics/jit\\_sample\\_mailer.doc](http://odoerdb2.od.nih.gov/gmac/topics/jit_sample_mailer.doc)
- Tips for Using the J2EE Grants Management  
[http://era.nih.gov/docs/GM\\_Tips\\_J2EE\\_GM\\_Module\\_10-13-04.pdf](http://era.nih.gov/docs/GM_Tips_J2EE_GM_Module_10-13-04.pdf)

### General Announcements

- *Nominees Needed for New Co-Chair*—Bob Tarwater announced that he will be stepping down as the GM Lead Users co-chair at the end of the calendar year. He asked that the group forward Mike Loewe, Pamela Mayer, or himself nominations for a new co-chair.

**Action:** (All) Forward Mike Loewe, Pamela Mayer, or Bob Tarwater nominations for the new GM Lead Users Co-Chair.

- *New Meeting Location for GM Lead Users Group Meetings*—From now on, the GM Lead Users Group will meet in the 2<sup>nd</sup> floor conference room in the Atrium Building, located at 6101 Executive Blvd. Bob thanked Debbie Battle-Dudley for arranging the location.

### Just-in-Time Submissions via the Commons

In August, the JIT Mailer was revised so that it is now only emailed to PIs and business offices whose applications are at least in the 20th percentile. However, applicants whose applications are reviewed and scored up to the thirtieth percentile or up to a 300 priority score may still submit JIT documents via the Commons.

For more information about the revisions to the JIT Mailer and JIT business rules, see the handout on JIT submissions via the Commons:

[http://era.nih.gov/docs/GM\\_Handout\\_JIT\\_Submissions\\_10-13-04.pdf](http://era.nih.gov/docs/GM_Handout_JIT_Submissions_10-13-04.pdf).

To preview a sample JIT mailer, visit

[http://odoerdb2.od.nih.gov/gmac/topics/jit\\_sample\\_mailer.doc](http://odoerdb2.od.nih.gov/gmac/topics/jit_sample_mailer.doc).

Pam Mayer asked group members to encourage applicants to use the Commons when they inquire about Just-in-Time submissions. She also reminded group members to go to the Grant Folder, not the Commons, to access JIT information. Pam asked that the GM Lead Users share this information with their respective staffs.

**Action: (All) Encourage your respective IC staff to refer applicants to the NIH eRA Commons for information about Just-in-Time submissions.**

**Action: (All) Remind your respective IC staff to access JIT information in the Grant Folder, not the NIH eRA Commons.**

## Using the J2EE Grants Management Module

Pam provided a live demonstration of the new J2EE Grants Management (GM) Module that is scheduled to permanently replace the client-server version of the GM module in mid-January. The J2EE version contains exactly the same content as the current client-server; the only differences are that the J2EE version is on the web and, as such, has a slightly different look and feel. Pam reminded the group that eRA has decided to convert all client-server modules to J2EE to ensure a consistent platform across all eRA applications. The GM module is only the first of many to be converted.

The J2EE or web-based version of the module will be available to GM staff next week. To prepare staff for this new version of the module, Tracy Soto prepared a handout highlighting tips for using the J2EE module: [http://era.nih.gov/docs/GM\\_Tips\\_J2EE\\_GM\\_Module\\_10-13-04.pdf](http://era.nih.gov/docs/GM_Tips_J2EE_GM_Module_10-13-04.pdf).

As additional tips, Pam explained that the J2EE version—

- Presents users with a Search screen instead of a Splash screen when they login to the system.
- Requires that users officially logout of the system rather than closing applications.

Tracy said that three ICs—NIMH, NINDS, and NIDCR—will require their entire GM staff to use the J2EE module. If other ICs are interested in having their entire staff use the new version, Tracy asked that they contact her. If group members experience any problems or require additional training, they should also contact Tracy.

Finally, Pam emphasized that the J2EE version of the GM module is only the first step in a comprehensive redesign.

## Scanning Type 5s Update

Mike Loewe explained that Type 5s seemed to be scanned on an average of two days after the Type 5 receipt date. Eventually, the scanned Type 5 image will reach GM staff before the Type 5 hardcopy.

Pam plans to work closely with Tim Twomey and other eRA project team members to get a completely electronic Type 5 process in place. This Type 5 process will require that Program staff use the Program Module and that the IC use electronic PO Progress reports.

The Type 5 process will encompass an automatic notification system that will send an email to GM staff every morning if Program has officially signed off on Type 5s the previous day. The system will also send Signing Officials an email listing the Type 5s that require Program review. This email will be sent on the 1<sup>st</sup>, 10<sup>th</sup>, and 20<sup>th</sup> of every month. Pam said that she plans to ask GMOs what kind of timeframe they use for Type 5 notifications.

## **eSNAPs**

Several group members asked Tim Twomey whether there is a limit on when applicants can submit an eSNAP. The group wanted to know because they have been receiving several “early bird” eSNAPs. Tim said that there is no limit; however, if some kind of restriction is needed, he would be more than happy to look into the matter.

## **Working Groups**

Bob urged all interested parties to participate in any of the GM-affiliated working groups. If anyone is interested, please contact Bob.