



Internet Assisted Review Focus Group

Date: June 3, 2004, Thursday
Time: 9:30–11:00 a.m.
Location: Rockledge 1, Room 3502
Analysts: Tracy Soto, Daniel Fox
Next Meeting: TBD

Action Items

1. (Tracy Soto) Send latest version of the requirements to the CMUG distribution list.
 2. (Tracy David) Send an email to Tracy Soto regarding Helpdesk staff enabling users without SRA approval.
 3. (Thomas Tatham) Send the Greek symbol translation macro that Richard Panniers has to Daniel Fox.
 4. (Tracy Soto) Provide specific instructions for the recommended font to use for Greek symbols for both PC and Macintosh Word users.
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Opening Discussion

Revised Requirements—Tracy Soto was asked to send the latest, revised requirements to the group.

Action: (Tracy Soto) Send latest version of the requirements to the CMUG distribution list.

Pending Reviewer—Daniel Fox and Tracy Soto reminded the group that Pending Reviewers should not be enabled. They should be enabled when their registration is complete. If the Pending Reviewer is enabled, he/she receives an erroneous email saying that they have an account, which they don't.

Unverified accounts—Often a grantee institution has signed up the PI, but the PI hasn't confirmed the information in the Commons. This has caused problems. Consequently, in a clean-up effort, eRA data-quality staff will close accounts that haven't been verified within 90 days.

Pending NIH accounts—Tracy David has received incorrect information from the Helpdesk regarding the "Pending NIH" status. Tracy Soto said that more training needs to be done with Helpdesk staff since many have been newly hired. Should Tracy David encounter further problems, she should contact Tracy Soto.

Enabling users—Tracy David reported that Helpdesk staff is enabling users without the approval of the SRA. Tracy Soto said that she would investigate because they are instructed *not* to do this.

Action: (Tracy David) Send an email to Tracy Soto regarding Helpdesk staff enabling users without SRA approval.

Pioneer Award—IAR will be used for the NIH Director's Pioneer Award (NDPA) review process. However, the scoring is different than a regular review. Consequently, a separate scoring

screen was developed for the NDPA, which will be released on June 23. Only those working on NDPA review will see this page.

On-site committees—There are many non-FACA, on-site committees whose members have no access to the meeting. This issue will be fixed in a fall release in relation to cluster security being implemented.

Greek symbols—There seems to a problem with Greek symbols being translated correctly in Microsoft Word, possibly with Macintosh versions only. There needs to be some instructions regarding the font set to use for Greek symbols in both PC and Macintosh versions of Word. Richard Panniers may have a macro that would correctly translate these symbols.

Action: (Thomas Tatham) Send the Greek symbol translation macro that Richard Panniers has to Daniel Fox.

Action: (Tracy Soto) Provide specific instructions for the recommended font to use for Greek symbols for both PC and Macintosh Word users.

IAR Requirements

IAR Requirements: http://era.nih.gov/docs/IAR_Requirements_07-02-04.pdf

The group addressed IAR requirements, numbers 65–113 at the meeting. The complete list of resolutions is documented in IAR Requirements.doc document.

Attendees

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| Billings, Katina (NINDS) | Fox, Daniel (IBM/Z-Tech) | Soto, Tracy (OD) |
| Binder, Roberta (NIAID) | Hannah, Judy (NHLBI) | Tatham, Thomas (CSR) |
| Cecil, Christina (NIMH) | Pham, Phuong (NCI) | Thee, Linda (CSR) |
| David, Bobbie (CSR) | Seppala, Sandy (LTS/PCOB) | Wojcik, Brian (NCI) |
| David, Tracey (CSR) | Simms, Sophonia (OD) | |
| Flemming, Monica (NINDS) | Sinnett, Everett (CSR) | |