NIH Electronic Council Book

Council Administration Module

New Features and Coming Attractions

September 2003

New Features in Current Version

Release scheduled for September 5 includes:

Council Meeting Assignment Panels

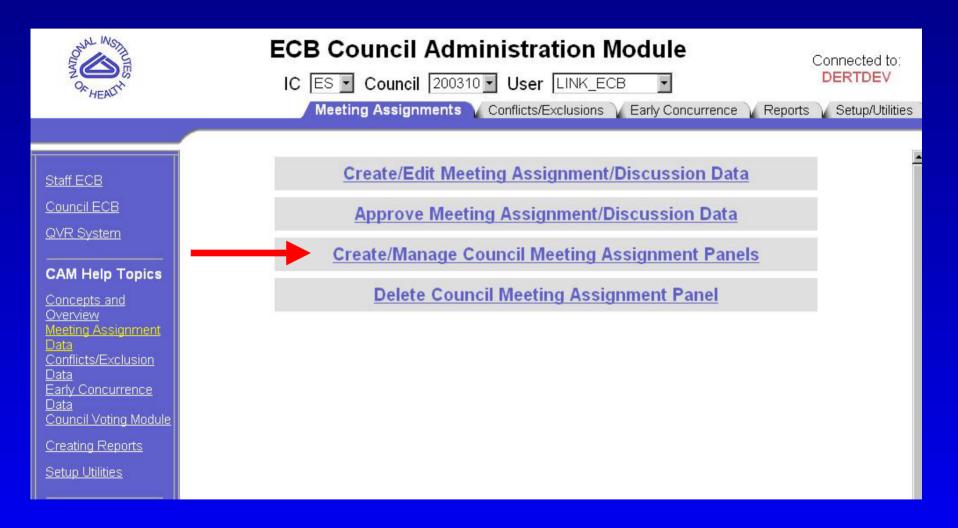
Redesigned Assignment Approval Screens

Council Meeting Assignment Panels

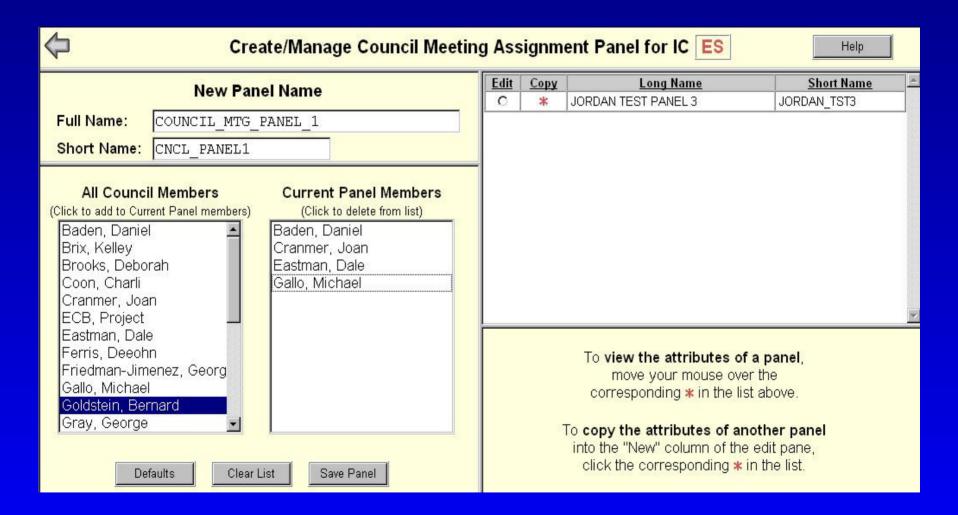
 Create subgroups or panels of council members for purpose of streamlining creation of meeting assignment data.

 After creation, assigning one of these panels to an application creates an assignment record for each council member belonging to the panel.

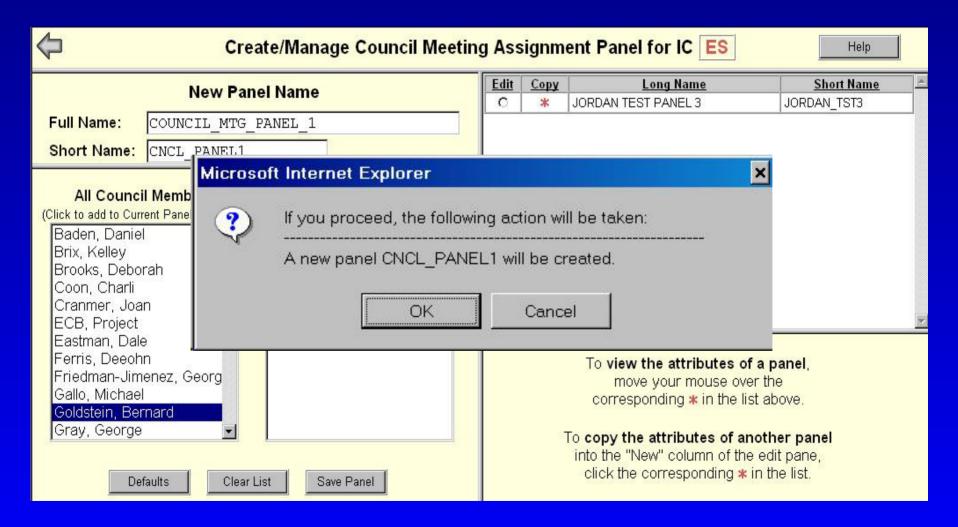
Creating Council Meeting Assignment Panels



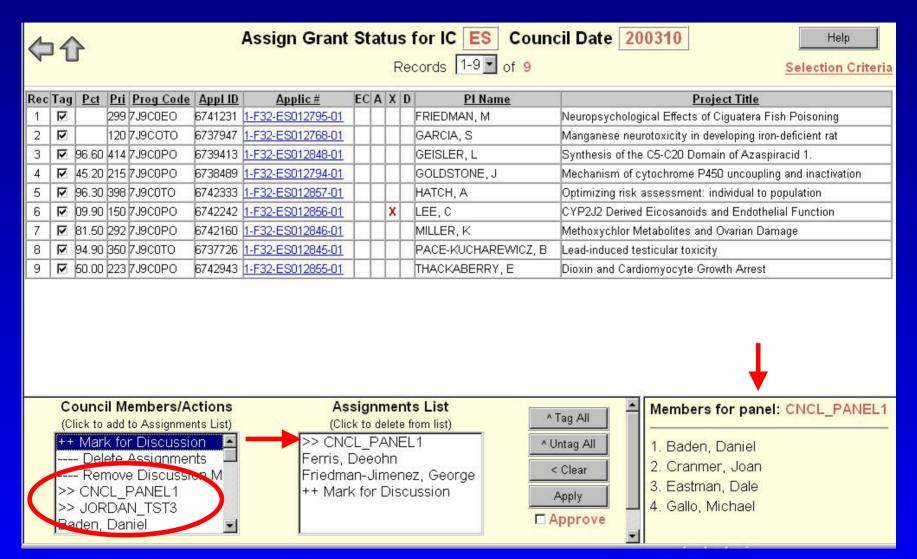
Creating Council Meeting Assignment Panels



Creating Council Meeting Assignment Panels



Assigning Meeting Panels to Applications



Council Meeting Assignment Panels Summary of Business Rules

- Only ONE panel may be assigned to an application.
- Council Members may belong to multiple panels.
- Individual council member assignments may be added, providing they do not duplicate the panel member assignments.

Improvements to Assignment Approval Module

- An improved and expanded query screen:
 - Query on any of the data items used to create assignments.
- New hit list design more clearly indicates approval status with TWO columns:
 - Works in Progress: assigned, but not yet visible
 - Approved: visible to members in Council ECB

Assignment Approval: Old Query Screen

Approve Assignment/Discussion Data: Search for Grants

IC ES Current Council 200310		
Choose Search Option:		
C Assignment Data for Council Member: ALL		
Discussion Items Only		
Choose Include Option:		
 Include UNAPPROVED Items Only 		
 Include APPROVED Items Only 		
C Include All Items		
Sort Data By:		
Principal Investigator Then: (none) Then: (none)		
Preview # of Hits Defaults Help Hits per Page:		

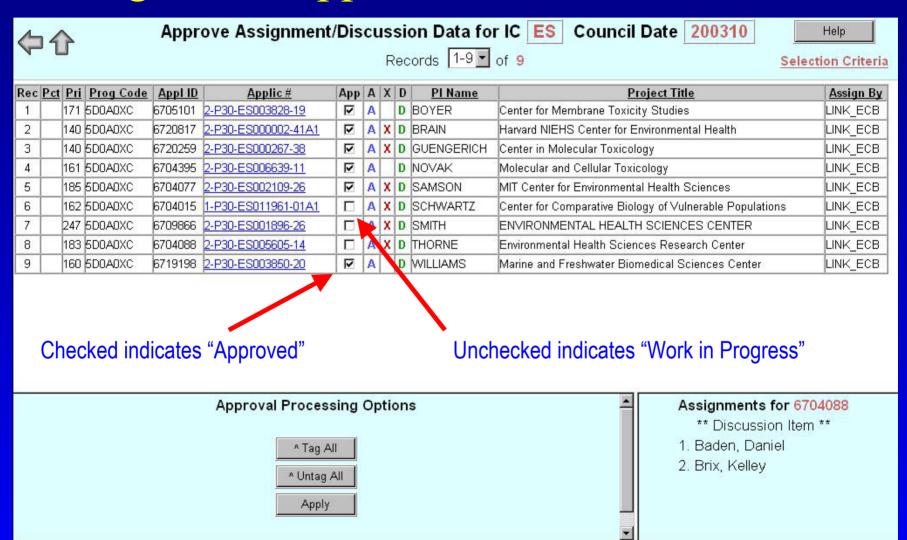
Assignment Approval: New Query Screen



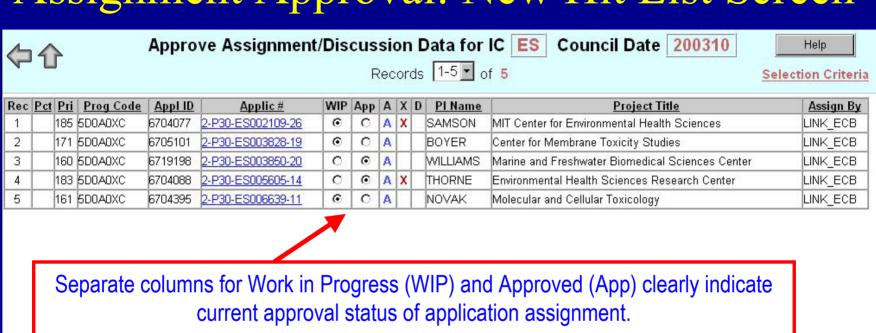
Approve Assignment/Discussion Data: Search for Grants

IC ES Current Council 200310						
Application ID PI Name (Last, First) Scientific Review Group Special Emphasis Panel Program Code Contains Grant Number Contains		Special Considerations Human Subject Concerns Animal Subject Concerns Foreign Grants Phase 3 Clinical Trials Gender Concerns Minority Concerns AIDS Yes No Yes No Yes No To The Text of The Text of The Text of Te				
RFA or PA Number Institution Name Contains IPF		Activity Codes Pick List Search List C06 © Include D43 © Exclude				
Direct Cost Greater Than or Equal to Direct Cost Less Than or Equal to SS Date Greater Than or Equal to SS Date Less Than or Equal to		F05 F30 F31 Click values in F32 the Pick List to F33 add them to the F34 Search List. F37 F38 Click values in				

Assignment Approval: Old Hit List Screen



Assignment Approval: New Hit List Screen



To alter the approval status of an application, simply click the radio button in the appropriate column and save the changes.



Council Administration Module

Coming Attractions
in

VERSION 5.0

Planned Release Date: November 2003

CAM 5.0 New Features

 It's your choice: Separate or combined August and October Council meetings.

 Work with data from MULTIPLE council periods.

Option to Separate or Combine August and October Councils

Current system automatically combines
 August and October council periods by
 altering the 08 council date to 10.

 For ICs currently choosing to hold an August Council meeting, this makes creating assignment data awkward and difficult.

Option to Separate or Combine August and October Councils

- In the new system, ICs may elect to preserve the 08 council date on their August applications by setting a CAM system option.
- In the context of ECB "rollover" dates, August council will be considered "concurrent" with October council.
- If you opt for a separate August council, the CAM allows you to control what council data is visible in the ECB at any given time: August or October.

Configuring/Controlling August-October Council Periods



Edit IC-Specific Information

NATIONAL INSTITUTE OF ENVIRONMENTAL HEALTH SCIENCES

IC General Information Link in Council ECB: www-apps.niehs.n	ih.gov/ES_COUNCIL/login.	○http ⊙https
Default Percentile Range: 00.00 to 30.00		
Default Priority Score Range: 100 to 300		Only ayanandhy
Automatically identify conflicts of interest? (refreshed nightly):	⊙Yes ○No	Only currently
Separate August and October Councils?	⊙Yes ONo	valid Council
Council ECB is currently:	⊙Open ○Closed	dates are
Council Period data currently displayed in Council ECB:	© 200305	selectable for
	C 200308	display
	⊙ 200310	
	© 200401	
Save Cancel	Help	

New Feature: Work with Multiple Council Periods

In the current system:

- Only data relating to the CURRENT council period may be created, edited and viewed in the CAM.
- Data visible in the Council ECB is controlled solely by the council rollover dates.

New Feature: Work with Multiple Council Periods

In the NEW system:

- Data visible in the Council ECB is still controlled by the council rollover dates (with the exception of August council).
- However, data for the CURRENT council AND the NEXT council period is available for editing.
- After the rollover date, the PREVIOUS council data may be accessed as read only.
- To avoid confusion, you must always return to the main menu to select what council period you are working with.

Council ECB & Council Admin Module: Council Period Rollover Dates

- January Council From November 1 until the last day in February.
- May Council From March 1 until the last day in June.
- October Council From July 1 until the last day in October (includes August Council).

Multiple Councils: How They Work

Note: August Council is CONCURRENT with October

THEN -	IF THEN	
Previous Council	Current Council	Next Council
October (August)	January	May
Ex- 200310 / 08	Ex - 200401	Ex - 200405
January	May	October-August
Ex - 200401	Ex - 200405	Ex- 200410 / 08
May	October (August)	January
Ex - 200405	Ex- 200410 / 08	Ex - 200501

Multiple Councils: Permitted Actions

Examples below assume Current Council = October

Council Period	Permitted Data Actions
Current (10)	Create, Edit, Approve (Display in ECB)
Concurrent (08)	Create, Edit, Approve (Display in ECB)
Next (01)	Create, Edit ONLY (Cannot Approve or Display in ECB until next rollover date)
Previous (05)	View previous period data as read only and/or create reports

New Security Policies for Council Member User Accounts

 These changes are mandated by the new ERA-IMPAC II password policy.

 The new account/password policies will be implemented for NIH staff and Council Member accounts in November 2003.

Council Member Accounts & Passwords

In the current system:

- Council member account passwords never expire.
- IC staff create and delete accounts as needed.
- IC staff maintain passwords for council members, resetting and distributing new passwords as desired by IC.

Council Member Accounts (Draft Policy)

After implementation of new policy:

- Council member account passwords will expire every 180 days. Days until expiration will be checked at each login, with an invitation to reset when < 14 days.
- IC staff still create/delete accounts and reset passwords. BUT, council member must reset their password to a new value only they know at first login.
- Initial password must be changed by logging into the system within 5 days of issue.

Council Member Accounts (Draft Policy)

After implementation of new policy (continued):

- Accounts will be locked after 5 unsuccessful login attempts.
- IC ECB coordinator will be able to reset password and unlock account after failed login attempts.
- A link will be provided on Council ECB login page to assist council members with password resets.