Committee Management User's Group (CMUG)

Meeting Date:	November 5, 2003
Time:	2:00 p.m.
Location:	Rockledge 2, Room 7111
Advocate:	Anna Snouffer
Analyst:	Krishna Collie
Next Meeting:	December 3, Wednesday, 1–4 p.m., Rockledge 2, Room 7111

Action Items

1. (Anna Snouffer) See if the eRA system is picking up the voucher number in the "description/purpose" field in Gelco, even though other information might follow the number in the field. If it is not, take the issue to Scarlett Gibb.

November Release

The November release is scheduled for November 7, with changes to the client-server and J2EE modules. A new eRA password policy will be implemented that sets new rules for password aging and composition of the password itself. Each person will receive a message when their password must be changed. The message will include instructions and provides a grace period of ten logins before the account is closed. (Password information and policy: http://era.nih.gov/Docs/ERA_Password_Policy_update_10-28-2003.pdf).

The following tables show other November release changes.

Table 1. Web CM (J2EE) November Release Changes

Screen	Change
Homepage	• Redesigned.
Query Meeting Screen	• Added option of either typing the committee acronym or selecting it from a drop-down list.
Role Search Screen	• Added option of either typing the committee acronym or selecting it from a drop-down list.
Meeting Data Screen	• Added listing options so that the system can now list 10, 25, 50 or 100 records. The user selects the number of records to be displayed. • Renamed the "Grp Ext" column to "Mtg Expl." • Deleted the FACA column. • Renamed the "Generate Rosters" button to "Release Rosters." • Added a videoconferencing expense category to the admin expense categories.

Screen	Change
Meeting Location Screen	• Set the country default to USA. Users still have the option to change the country to the actual meeting location site by selecting a different country from the drop-down menu.

Table 1. CM (Client-Server) November Release Changes

Screen	Change
OFM Upload Schedule	• Modified the OFM Upload Schedule so that the period dates include lock-out dates.
Financial Operating Plan (FOP) Costs Pop-up Window	• Modified the FOP Costs pop-up window to show videoconferencing.
FOP Report	• Modified the FOP Report to include videoconferencing.

Release Notes will be available on Friday, November 7 (http://impacii.nih.gov/).

Analyst Change

Krishna Collie announced that he will be leaving the position of analyst and moving to the operations side of the eRA Project. His company, RNSolutions, won the contract for operations. The integration contract was awarded to IBM. The IBM liaison should be assigning an analyst to Committee Management soon. The structure will be slightly changed in that there will be an NIH task manager, someone from Sherry Zucker's group, and an IBM analyst.

Krishna will continue to attend CMUG meetings out of his own interest to be sure that the vision and redesign goals are not lost during the transition. However, this was his last "official" meeting as analyst.

Questions about CM will now be routed from the Helpdesk to the following in order of priority:

1. Anna Snouffer
2. Dave Clary
3. Scarlett Gibb
4. Helpdesk
5. Krishna Collie (when all else fails)

New Business System

Gelco is operational now and the data bridges to the eRA System by the voucher number. The voucher number issued by the eRA System must be manually entered into the Gelco system in the "description/purpose" field. The first eight digits in this field must be the voucher number.

Action: **(Anna Snouffer) See if the eRA system is picking up the voucher number in the "description/purpose" field in Gelco, even though other information might follow the number in the field. If it is not, take the issue to Scarlett Gibb.**

eRA System News

Dr. John J. McGowan (JJ), project manager for the eRA System, will leave the project at the end of December. JJ has been with the project for three years and in that time has accomplished his goals of increasing the funding so that the system can be successfully implemented and moving the project to a trans-HHS level. While he managed the eRA project, he continued his job at the NIAID. His replacement will probably be a full-time, dedicated manager for the eRA System project.

With the change in contractor structure, Jim Cain, operations manager, has changed the way releases are done. Instead of setting a date with everyone scrambling to release as much as they can by that date, he has asked that project needs and scope be the drivers behind releases. He would like to take a more proactive stance.

Miscellaneous

Residential addresses—CM has been pulling data for residential addresses from the Training Activities module and the Payback module. When there was a conflict in addresses, the last university address was used as the residential address, thereby deleting the most-recent address. A workaround for this is to enter the most-recent address as the second address and then mark it as preferred.

Duplicate profiles—There still are many problems with duplicate profiles. The eRA System team is investigating possible electronic ways to collapse duplicate profiles.

New Analyst Orientation—The group agreed that the new analyst should be taken to Building 31, get acquainted with FRNs, vouchers, and the Peer Review/Internet Assisted Review, Grants Management, Receipt and Referral modules besides the Committee Management module. The analyst needs to know not just how the module works but how the NIH works.

Attendees

Campbell, Bonnie (AHRQ)

Collie, Krishna (RNSolutions)

David, Tracey (CSR)

Fonville, Olaf (NIDDK)

Grabner, Caroline (NHLBI)

Kemmerle, Donna (NIDCD)

Nuss, Mary (NIAID)

Rustin, Lisa (NCI)

Scibek, Carol (CSR)

Seppala, Sandy (LTS/COB)

Shingler, Felicia (OD)

Sinnett, Everett (CSR)

Snouffer, Anna (OD)

Valeda, Kathryn (NHLBI)

Vilensky, Zenia (NCI)

Wang, Wesley (OD)

Whelan, Kate (NIMH)

Wigmore, Al (NICHD)