eCGAP Focus Group

Date: Monday, March 21, 2005
Time: 1:30 p.m. – 3:30 p.m.
Location: Rockledge 1, Room 2198
Advocate: Jennifer Flach

Next Meeting: Tuesday, April 5, 9 a.m. to 11 a.m., Rockledge 1, Room 8111

Action Items

1. (Sara Silver) Email list of new institutions that submitted applications for the Feb. 1 and March 1 receipt date.

2. (Sara Silver) Change wording of the last sentence on Table of Contents page to read "Number of Attachments in Appendix."

3. (Sara Silver) Change wording of "Introduction to Application" under the subhead PHS 398 Specific Research Plan to "Introduction to Revised/Supplemental Application."

4. (Sara Silver) Add (Data Sharing and Model Organism Sharing) after Resource Sharing Plan in Table of Contents page.

5. (Sara Silver) Add (Description) after Project Summary/Abstract under the subhead Research & Related Project Information and remove Project Narrative altogether from the Table of Contents page.

6. (Sara Silver) Remove "Other Attachments" under the subhead "Research and Related Other Project Information" on the Table of Contents page.

7. (Jennifer Flach) Arrange for a presentation on Grants.gov at a future meeting.

Summary of Feb/March Submissions
Jennifer Flach

Jennifer reported that eCGAP received 19 applications electronically for the March 1 receipt date and 21 for the February 1 receipt date. There was one detailed budget application in each round. Group members asked if the Service Providers gave any indication why the numbers were so low. Jennifer noted that one reason is that eCGAP cannot accept applications with consortia; the capability will be available in future for modular budget applications, but not for full budget applications. Another reason is that applicants are still grappling with the newness of electronic submission. Yet another reason is that applicants may be waiting to submit through Grants.gov. Jennifer said she anticipated seeing a rise in numbers for the June/July receipt cycle.

Group members suggested eRA ratchet up publicity for electronic submission before the June/July round. Jennifer noted that the Communications and Outreach branch is working on a couple of fronts to increase the visibility of electronic submission. Articles are being written for external newsletters and a list of frequently asked questions about electronic submission has been created. However, before trying to drive up application numbers, eRA needs to ensure that CGAP-RR is ready to handle an increase in volume. Suzanne Fisher noted that the Center for Scientific Review (CSR) cannot look at giving date concessions to electronic applicants until CGAP-RR goes through one stellar round.

Jennifer noted that from a technical perspective, the February/March rounds went smoothly with no major problems. There was a significant reduction in the number of calls from Service Providers, a reflection that they are getting more technically solid.

A group member asked if any new institutions participated in the February/March rounds. Sara Silver said she would have a list emailed to the group.

Action: (Sara Silver) Email list of new institutions that submitted applications for the Feb. 1 and March 1 receipt date.

Cool Tool report update and discussion
Sara Silver

Sara noted that the Cool Tool eCGAP query developed by Tim Twomey to pull up grant applications within a specified number of days is a short-term solution until eRA develops e-notification and one-view. Richard Panniers asked if more search fields will be added to the eCGAP query. The query (http://impacii.nih.gov/tools/system/system_cgap1_ask.cfm>) can be searched by a specified number of days, by RFA/PA number, by Council date and by IRG. Sara replied that eRA does not plan to add a whole lot more because enhancements would require a lot of effort for what is an interim tool. Janna Wehrle said the ability to download the list of applications would be nice as would be the ability to sort applications by Institute. Skip Moyer asked if the query will track applications for OPDIVs as well; Sara noted it would.

Feedback on 424 Research & Related-based Grant Image
Sara Silver and Mike Goodman

Sara walked the group through the Table of Contents page (424R&R TOC) developed to go with the 424 R&R grant image:
- o The page will appear after the first two pages (Face page) of the 424 R&R but before the performance sites and the abstract.
- o Only attachments will appear on the PHS 398 Research Plan page
- o The last line on the Table of Contents page that states "Number of Attachments" refers only to attachments in the appendix. Janna Wehrle suggested that to make it clear to users, the wording should be changed to "Number of Attachments in Appendix."

- o Suzanne suggested changing the wording of "Introduction to Application" under the subhead PHS 398 Specific Research Plan to "Introduction to Revised/Supplemental Application."
- o Suzanne suggested adding the words Data Sharing and Model Organism Sharing in parentheses after Resource Sharing Plan in the Table of Contents.
- o The 424 R&R and PHS 398 forms do not have headers and footers but Sara said she thought it would be useful to list the name of the Principal Investigator/Program Director in the header of the Table of Contents page.
- o Sara asked the group whether they would prefer the Table of Contents to reflect the titles on the actual pages or titles commonplace in NIH jargon. Suzanne suggested that adding Description in parentheses after Project Summary/Abstract under the subhead Research & Related Project Information and removing Project Narrative altogether from the Table of Contents page.
- o Some group members also recommended removing "Other Attachments" under the subhead "Research and Related Other Project Information" on the Table of Contents page.

Action: (Sara Silver) Change wording of the last sentence on Table of Contents page to read "Number of Attachments in Appendix."

Action: (Sara Silver) Change wording of "Introduction to Application" under the subhead PHS 398 Specific Research Plan to "Introduction to Revised/Supplemental."

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Grants.gov Update

Jennifer Flach

Jennifer noted that in addition to finalizing the Grants.gov SF 424 R&R and PHS 398 forms, database mapping and several other development pieces are in the works. The plan is to conduct user acceptance testing with Commons Working Group (CWG) members in May, when the group meets in Washington D.C. for their triannual meeting. The testing will involve CWG members submitting old applications to the Grants.gov acceptance testing site. The eCGAP team will pull those applications into the eCGAP test environment and display the applications in the Commons, sending back any errors or warnings to applicants as necessary. With the lessons learned from this exercise, the goal is to conduct a live pilot with Grants.gov in July. eRA is still discussing internally the best way of conducting the live pilot – whether to find a Request for Application (RFA) grant opportunity for applicants to submit or to set up a grant opportunity and notify a certain number of applicants.

On a parallel track, Grants.gov is working with different universities and some Service Providers to develop an applicant system-to-system interface with Grants.gov.

Jennifer noted that the May acceptance testing will be against the eCGAP test database. However, all the database changes required down the road to accommodate 424 R&R will be phased in because making the changes all at once would affect everything in IMPAC II. Sara noted, for instance, that Grants.gov addresses are longer than the IMPAC II database can hold. The database will be changed in future to accommodate that length. For now, the grant image will display the full address but the database will truncate it.

Skip suggested a presentation on Grants.gov to the focus group. Jennifer noted that if the group is interested she could definitely arrange one.

Action: (Jennifer Flach) Arrange for a presentation on Grants.gov at a future meeting.

Review Action Items from Feb. 14 meeting

1. (Sara Silver) Check to see if any new institutions submitted applications for the Feb. 1 receipt date. (Same as action item number 1 in new action items above). *The list will be emailed to group members soon after the meeting.*

2. (Manju Subramanya) Send an email to the Focus Group asking them to review the improved 'Cool Tool' and send any comments to Sara Silver. *Done*

3. (Mike Goodman) Have the 424RR/agency specific forms sent out electronically via Manju and request group to send suggestions for formulating the instructions on the forms that go out to applicants. Send feedback to Mike. *Done.*

4. (Jennifer Flach, Mike Goodman) Arrange for Office of Research Services staffers to give presentation at future eCGAP Focus Group meeting. *Jennifer requested Mike touch base with ORS folks and set up a presentation for a future meeting.*

Attendees

Fisher, Suzanne (CSR)

Flach, Jennifer (OER)

Goodman, Michael (OD)

Karen, Sandy (HRSA)

Maurer, JJ (OD)

Moyer, George (Skip) (AHRQ)

Myers, Chris (NIDCD)

Panniers, Richard (CSR)

Silver, Sara (OER)

Sinnett, Everett (CSR)

Stallone, Don (OD)

Subramanya, Manju (LTS/OD)

Tatham, Tom (CSR)

Wehrle, Janna (NIGMS)

Wright, David (OD)