



Committee Management User's Group (CMUG)

Meeting Date: February 25, 2004, Wednesday
Time: 1:00–3:00 p.m.
Location: Rockledge 2, Room 7111
Advocate: Anna Snouffer
Analyst: Sophonia Simms
Next Meeting: **March 17, 1–4 p.m., Rockledge 1, Room 3087 (note new date and location)**

CM Web URL: <http://apps.era.nih.gov/cm/>

Action Items

1. (Anna Snouffer) Write an explanation to NIDCR about selecting “SEP” instead of “Temp.”
 2. (Anna Snouffer) Gather mission statements and charters from other user groups to present at the next meeting.
 3. (Anna Snouffer) Contact Patty Austin regarding a CM Web training session.
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Update

New Business Analyst—Sophonia Simms is the new business analyst for Committee Management. She had a mandatory training class today so was unable to attend this meeting but will attend in March. Anna Snouffer is already working with her and has given her the list of outstanding issues. Sophonia has been most responsive and enthusiastic about working on this project, according to Anna. However, she needs much training in Committee Management itself. Anna already has arranged to meet with her and conduct a CM 101 training session.

eRA Update—Izja Lederhendler (NIMH) has been appointed acting eRA Project Manager to replace John McGowan, who left this position in December. The eRA Project Manager position now will be a full-time, dedicated position, and OER is conducting a search to fill it. Izja already has brought some changes to the project, including Advocate-only meetings. Also, the second CGAP pilot is underway for the March 1 deadline. This is the electronic grant application submission project that provides the entry for electronic grant applications into the eRA System.

Discussion Topics

Travel-Order Status

Anna gave the travel-order issue to Krishna Collie and Sophonia to address, and indicated that it was a high-priority item because there is no workaround. She expects that Sophonia will work with NBRIS and eRA to determine a fix and will report on a solution soon. In addition, Anna added two medium to high issues:

- Mail reviewer label requested by CSR

- Identification of SEP chair in CM Web

Delegation of Authority

Dr. Zerhouni has delegated authority to Dr. Raynard Kington to approve NIH Director-appointed nomination slates.. This will require some changes in the system for nomination slate reports. Additionally, Anna reported that there may be some changes in how NIH peer reviewers are paid. Once this is resolved, it will be easier to make changes in the system. Because there is no work stoppage, Anna has ranked this as a medium priority.

OER Web Roster Problem

Anna explained that the OER Web roster is not an eRA-sanctioned roster but rather one developed by Dr. Anthony Coelho. Should anyone have a problem with its use, they should send an email to Dr. Coelho. The Helpdesk cannot provide support for this Roster program.

Updating Meeting Locations

Anna asked that people send meeting locations they want added to the system to her. She will compile a list, have the locations approved by the CMUG and then have them put into the system as a batch, which is more efficient than submitting them one at a time. She asked that they not be sent to Sophonia. Several CDC meeting sites and two new NIH sites recently were added.

Coding of SEP Members

The National Institute of Dental and Craniofacial Research (NIDCR) staff has been selecting “Temp” instead of “SEP” in the client-server CM module, which is causing some problems. In CM Web, “SEP” is the only selection, which will fix the problem.

Action: (Anna Snouffer) Write an explanation to NIDCR about selecting “SEP” instead of “Temp.”

It was suggested that a training session be conducted at that institute.

CMUG Charter

Anna distributed copies of the CMUG charter, which was published in 2001, for everyone to review. She asked that the group send any suggestions for updating it to her before the next meeting. She was asked to look at charters and mission statements of other eRA user groups and to present them to the group as a comparison. Some groups have mission statements and some have charters.

Action: (Ann Snouffer) Gather mission statements and charters from other user groups to present at the next meeting.

CMUG was started before the eRA project began and it opted for a group chair in addition to the Advocate. Kay Valeda has been the chair since the group began and Anna suggested that it was time to elect a new chair according to the group’s Charter. She solicited volunteers and nominations from the group.

Next Meeting

The meeting in March has to be changed because of a conflicting meeting. It was agreed that it would be held on Wednesday, March 17, 1–4 p.m.

Carol Scibek agreed to find an available room for the meeting. Sandy Seppala promised to put the new date and location in the minutes.

Table Talk

Roster Addition—Kate Whelan suggested that a roster be available that includes meeting locations. This roster would be very helpful to the World Travel Service. The group agreed that this option was a good idea. There was some discussion about a query in the client-server module that allowed you to check off needed items for a report/roster. Anna said that this was one of the features that did not get migrated over to the Web version as yet.

Address Changes—There are two ways to make a principal-investigator address change: the PI can update their residential address through the Commons; an IC superuser can make the change.

Duplicate Profiles—The issue of duplicate profiles was discussed. Although thousands of duplicates have been collapsed correctly, new duplicate profiles are created daily by people who either don't realize they are making a duplicate or by people who know, but are too busy to care. Each time a profile is needed, a search must be done to find out if that person's profile already exists. Anna has been working with a data-quality team to prepare instructions for how to use modules properly without causing duplicate profiles.

1099 Mailing Delays—The 1099s were mailed on February 20. It was noted that if the Reviewer did not earn more than \$600 during the year as a Reviewer for the NIH, the Reviewer will not receive a 1099.

CM Web—Anna asked the group if they are using CM Web and if they like it. Anna listed the positive things about the CM Web:

- Easier to read, use and work with.
- Can do a query for all SEPs. Can search for things that you can't on the client-server module.
- Can run a list and then sort it any way you want very easily.
- Can set a default screen to bring up only what you want and use.

However, it is still lacking many features, including:

- Includes a small set of all CM features
- Still has a few bugs in the system that weren't cleaned up before slow-down.

Training—The group agreed that another CM Web training session would be valuable at this time.

Action: (Anna Snouffer) Contact Patty Austin regarding a CM Web training session.

Attendees

Caraballo, Kim (NICHD)

Cecil, Christy (NIMH)

Clary, David (OD)

David, Tracey (CSR)

Grabner, Caroline (NHLBI)

Jenifer, Tiffany (NCI)

Kemmerle, Donna (NIDCD)

Manouelian, Denise
(NIDDK)

Nestorio, Ida (NIAAA)

Rustin, Lisa (NCI)

Scibek, Carol (CSR)

Seppala, Sandy (LTS/COB)

Smith, Cheryl (NCI)

Snouffer, Anna (OD)

Southworth, Linda (NCI)

Wang, Wesley, (OD/OER)

Whelan, Kate (NIMH)

Wills, Virginia (NIAAA)