eCGAP Focus Group

Date: Tuesday, Oct. 4, 2005
Time: 9 a.m. to 11 a.m.
Location: Rockledge 1, Room 2198
Moderator: Jennifer Flach

Next Meeting: Tuesday, Nov. 1, 9 a.m. to 11 a.m., Rockledge 1, Room 2198

Action items

1. (Manju Subramanya) Send out URLs for external and internal websites for Electronic Receipt.

2. (Richard Panniers) Send an email to Jennifer Flach with details of the NIH OER Forms and Applications page that needs to be updated to reflect the fact that all SBIR/STTR applications are required to come in on a SF424 (R&R) form for the Dec. 1 receipt date.

3. (All) Send names of volunteers interested in participating in SF424 (R&R) testing exercise to Manju Subramanya

"New" Electronic Application Coordination Group approach to Electronic Receipt

Jennifer Flach

New group—Jennifer noted that electronic receipt had taken on a new life with Office of Extramural Research (OER) director Norka Ruiz Bravo establishing a new structure to track and oversee NIH's electronic receipt schedule. Megan Columbus and OER are heading up the effort, with Megan reporting directly to Norka.

Use of eCGAP—Jennifer said that the term eCGAP is still in existence but is being used now to refer to the old electronic receipt program that involves submission of select grant applications to NIH through Service Providers. Electronic Receipt will now refer to all electronic submissions to NIH via Grants.gov and the new SF 424 (R&R) form that is replacing the PHS 398. eCGAP is continuing, with grant application submissions coming in for the Oct. 4 receipt date. However, eCGAP will only continue until the select grant mechanisms coming in electronically, namely R01, R03 and R21s, are transitioned over to Grants.gov. These three grant mechanisms are targeted to transition by October 2006, a year from today. Jennifer noted that as each grant mechanism transitions to electronic mode, the paper process for that mechanism will cease to exist; i.e. there will not be two processes – paper and electronic – at the same time for the same grant mechanism.

EACG structure— Jennifer showed the group the new structure of the umbrella Electronic Application Group chaired by Megan Columbus. The group has eight teams under it:

- o Grants Policy team headed by Marcia Hahn and George Gardner
- o Technical Development team headed by Jennifer Flach
- o Funding Opportunity Transition team headed by Jean Paddock
- o Communications team headed by Sheri Cummins
- o Review team headed by Alan Willard

- o Contingency Planning team headed by Suzanne Fisher
- o Infrastructure Planning and Technical Architecture team headed by Tim Twomey
- o OPDIV Integration team headed by Mark Siegert

Others participating in the group are Tom Boyce from eRA management and Keenon James and Katie Root from Grants.gov. Debbie Panitz is the Issues Manager and Manju Subramanya provides communications support.

New websites—Jennifer noted that two new websites had been created for Electronic Receipt. One is the external Electronic Submission of Grant Applications website for all stakeholders and the other is the Electronic Receipt Intranet, tailored specifically for the internal NIH audience. She asked Manju to send out the URLs for the two sites to the group.

Richard Panniers noted that the OER Forms and Instructions website still had references to SBIR/STTR applications coming in on a PHS 398. He said those sites need to be updated and he would send the URLs to Jennifer.

Action: (Manju Subramanya) Send out URL for external and internal websites for Electronic Submission.

Updating Forms page— Richard Panniers said that the NIH OER Forms and Applications page (http://grants2.nih.gov/grants/forms.htm) recommends that SBIR/STTR applicants use the PHS398 form. This page needs to be updated to reflect that all SBIR/STTR applications to NIH will be required to come in on a SF424 (R&R) form via Grants.gov for the receipt date of Dec. 1, 2005. Richard said he would send an email to Jennifer with the details.

Action: (Richard Panniers) Send an email to Jennifer Flach with details of the NIH OER Forms and Applications page that needs to be updated to reflect the fact that all SBIR/STTR applications are required to come in on a SF424 (R&R) form for the Dec. 1 receipt date. *(The OER Forms page was updated Oct. 12)*

Role of eCGAP Focus Group in Electronic Receipt
Jennifer Flach

Jennifer said she would like to retain the eCGAP Focus Group as an important resource for discussing electronic receipt issues as they come up. She said the group would continue to be involved in reviewing requirements and in discussing issues and concerns as they arose.

Update on Electronic Receipt progress and plans
Jennifer Flach

The first electronic submission deadline on the new SF 424(R&R) form will be Dec. 1, 2005, by which date all SBIR/STTR grant applications will be required to come in electronically. Jennifer noted that the SBIR/STTR grant opportunity will be posted on Grants.gov on Oct. 17. An applicant will be able to download the application package and fill it out but will have to wait until Nov. 7, when the opportunity opens, to submit the application. An applicant will have three weeks, between Nov. 7 and Dec. 1, to submit. Once NIH notifies the applicant by email that the application has been retrieved, the Principal Investigator and Signing Official have two business days to verify the application in eRA Commons (Because email can be unreliable, it is the responsibility of the applicant to periodically check the Commons).

Jennifer noted that she will be looking for volunteers to participate in testing of the SF424 (R&R) once the developed SBIR/STTR form set is available on NIH's testing site. She said they hoped to conduct the testing in November or December and urged those interested in participating to email Manju.

Action: (All) Send names of volunteers interested in participating in SF424 (R&R) testing exercise to Manju Subramanya

Table Talk

File sizes— Richard Panniers expressed concern about large files being uploaded as part of an application. David George said it is important to convey to the applicant community that an applicant does not need to send in a high resolution letter — a 750 pixel one will do in place of a 1,000 pixel one.

Print on Demand—Tom Tatham said that three preliminary options are being discussed for printing applications when reviewers request them:

- The Center for Scientific Review (CSR) is exploring a web-based interface where reviewers could see assignments and indicate which ones they wanted printed. This option is not as far along as anticipated.

- CSR is also exploring the option of having the Scientific Review Administrator send the NIH Office of Research Services (ORS) a copy of the mailing roster and the material shipped to reviewers. If the reviewer wants a printed copy, he or she will call or email ORS who will send the material to the mailing roster address.

- eRA is thinking of integrating a print on demand button in the Internet Assisted Review module.

Tom noted that all three options will be discussed further at a meeting that afternoon between folks from CSR, eRA and ORS and he will have more to report to the group at its next meeting.

Attendees

Burr, Michelle (AHRQ)

Dixon, Diana (OD)

Fisher, Suzanne (CSR)

Flach, Jennifer (OD)

George, David (NIBIB)

Maurer, JJ (IBM/Ekagra/OD)

Moyer, George (Skip) (AHRQ)

Panniers, Richard (CSR)

Sinnett, Everett (CSR)

Swain, Amy (NCRR)

Subramanya, Manju (LTS/OD)

Tatham, Tom (CSR)

Wehrle, Janna (NIGMS)