



Committee Management User's Group (CMUG)

Meeting Date: September 22, 2004, Wednesday
Time: 1:00–2:30 p.m.
Location: Rockledge 2, Room 7111
Advocate: Anna Snouffer
Chair: David Clary
Analyst: Sophonia Simms
Next Meeting: October 27 (4th Wednesday), 1–4 p.m., Rockledge 2, Room 7111

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

Action Items

1. (Sophonia Simms) Examine whether it is possible to program the CM module to automatically put in the travel order number from the NIH Business and Research Support System (NBRSS) when the dollar amount is put in.
 2. (All) Formulate a business rule for users to avoid problem of CM client-server accepting invalid start dates for meetings. Send suggestions to Anna Snouffer.
-

CM Conversion Update

Sophonia Simms gave an update on the proposed conversion of the CM client-server application to a Web-based J2EE application. She noted that Kumaran Systems, Inc., an application reengineering and migration company, will be handling the conversion. She emphasized that CM will be converted as is and not redesigned. The redesign will take place during a second phase. Michael Martin noted that it would be overwhelming for Kumaran if they had to fix bugs in addition to converting the application. Analysts will be given a demo of the system on Monday (Sept. 27) to familiarize them with its working. The tentative timeline is as follows:

- Conversion of code will begin on October 31
- Deliver code by February 8, 2005
- Release pilot version on May 28, 2005
- Retire all CM client-server applications by January 1, 2006

Michael noted that while every effort is being made to have the Web version resemble the client-server version, there are some features that are not supported in the Web version and will have to be changed. For instance, the scroll bars found in the client-server version will be replaced by buttons. Clicking buttons will generate hit lists.

Michael, who also worked on the conversion of the Grants Management application to a Web version, stated that they avoided horizontal scrolling in that version. However, CMUG members expressed concern that this not be done in CM. Caroline Grabner stated that in conducting a people search, a user has to scroll all the way sideways to get the ID # . Getting the ID # is essential for sending a request to the Helpdesk. Michael responded that while they don't have

solutions for all scenarios, it certainly is possible to include horizontal scrolling. Another change will be that there will be no toolbar button for the list of values; it will be replaced by an icon of a magnifying glass that when clicked will produce a window with the list of values.

Once the conversion is complete, users will be able to use the converted CM Web version and/or the existing Web version.

Incorrect Voucher Numbers

To address the problem of travel costs not populating in CM since the advent of the NBRSS, Sophonia stated that the team ran a new error-corrected process on Sept. 2 against a large file of records dating back to October 2003. Although 993 records were updated with the travel costs, a high number were not updated because the voucher numbers were incorrect. The job, which runs daily, works fine when the voucher number contains eight numbers; it cannot update expenses in Committee Management when the voucher number contains alphabetic letters or symbols. It is, therefore, important that users enter eight numbers as the first 8 positions of the NBRSS description field. Sophonia stated that one option is to track down the person who submitted the voucher, which is not an easy job. Kay Valeda suggested reporting errors at the IC level. Additionally, Kay recommended that the module automatically put in the travel-order number from the NBRSS when the dollar amount is exists. Kay stated that it would save users having to make up a number or find the original voucher. Sophonia stated that she would look into the issue.

Action: (Sophonia) Examine whether it is possible to program the CM module to automatically put in the travel-order number from the NBRSS when the dollar amount is put in.

CM Activity List Update

Sophonia reviewed the activity list for CM. The items, status and comments are in Table 1.

Table 1. CM Activity List

ID	Description	Status	Comments
	Incidents		
18648	Entering consultant check on Voucher/Administrative Database (ADB) screen does not always calculate fee	Submitted	In developer's queue.
18230	CM sanction notification did not show person identity	Submitted	In developer's queue.
20644	Meeting Roster Report—Panel Name allows 200 characters instead of 240 allowed in database	Submitted	A new issue. If you run a report after putting in a panel name over 200 characters in the client-server version, the name will be truncated. It is a minor issue but needs to be

ID	Description	Status	Comments
	Incidents		
			corrected.
20730	Meeting Roster Report Font Issue— Panel Name (on CM Web) cuts off characters g, y, q, p, j	Submitted	When you run a meeting roster report from the CM Web version, the lower half of the five characters gets cut off. The workaround is to run it from the client-server version. Operations is trying to figure out a solution.
20992	CM Client Server—Adding a Meeting –Start Date (accepts invalid dates, e.g., 11/18/0200)	Submitted	Allows you to enter an invalid year for the start date as long as it is four characters long. Sophonia suggested the group formulate a business rule for the program to utilize when edit checking is performed. Anna urged the group to send her suggestions.
	Modifications		
	New Internet Assisted Review business rule: when a reviewer is removed from a Roster and is enabled in IAR, remove their IAR access rights to the meeting as part of the removal	Unassigned	Not submitted to the Configuration Control Board (CCB) for approval yet.
	New Requirements		
18386	Center for Scientific Review (CSR) Travel Data Interface to IMPAC II	Integration Testing	Working with CSR to test that. Target date for deployment to production is October 29.
	New Process for Office of Financial Management (OFM) Upload Transmission	Ready for CCB	Sophonia stated that eRA has decided to freeze all enhancements to CM until it is fully converted to a Web-based application. She said that she is trying to present this issue as a problem, not an enhancement.

Action: (All) Formulate a business rule for users to avoid problem of CM client-server accepting invalid start dates for meetings. Send suggestions to Anna Snouffer.

Table Talk

DEAS issues—With the newly formed Division of Extramural Activities Support (DEAS) beginning operations on October 4, some group members wondered how to categorize DEAS employees in their meeting reports. DEAS represents a major change in the way NIH handles administrative support services. Before the advent of DEAS, each IC had its own administrative support services staff. But now, all support services staff will be centralized under DEAS and fan out to ICs on an as-needed basis. Kay Valeda wondered whether to include even the DEAS staffer who does the occasional task or two as a meeting participant. Kate Whelan suggested putting these employees under the “Other Person” category. Anna Snouffer stated that a strategy would become apparent as users grow more accustomed to the change; for now, putting the DEAS employee who attends a meeting or two in the category of “Other Person” would be one way of doing it.

Numbers not tallying—Kate Whelan stated that in compiling a financial report, she found the numbers on the Financial Operating Plan (FOP) did not tally with that on the ledger. For instance, the per diem on the FOP was one number and the one on the ledger was different. Anna Snouffer suggested she check for validation; if something is not validated, it is not being pulled up. She also wondered if there were site visits or any other items that would add up to bring the divergent numbers together.

Duplicate profiles—One group member wondered if anything was being done to address the issue of duplicate profiles in the system. Anna Snouffer noted that people are constantly working on it, but new duplicate profiles keep appearing, compounding the problem. Everett Sinnett stated that he attended a data integrity meeting in July wherein it was stated that a change will be made in software to prevent the entry of a duplicate profile; a name with an existing same social security number will not be permitted to go forward.

Attendees

Campbell, Bonnie (AHRQ)	Lee, Hing (NCI)	Snouffer, Anna (OD)
Caraballo, Kim (NICHD)	Martin, Michael (OD)	Subramanya, Manju (PCOB/LTS)
Colston, Carmen (AHRQ)	Nuss, Mary (NIAID)	Valeda, Kathryn (NHLBI)
Craigie, Janet (NEI)	Reid, Cikena (NINDS)	Whelan, Kate (NIMH)
Grabner, Caroline (NHLBI)	Simms, Sophonia (OD)	
Kemmerle, Donna (NIDCD)	Sinnett, Everett (CSR)	