



## Electronic ARA/901 Working Group Minutes

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**Date:** March 2, 2004, Tuesday

**Time:** 1:00–3:00 p.m.

**Location:** Rockledge 2, Rm 3087

**Advocate:** Ellen Liberman

**Next Meeting:** TBA

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### Action Items

1. (Sara Silver) Review corrected minutes from the ARA-901 Working Group minutes and assemble a comprehensive document that complies all of the requirements for the Electronic ARA-901 system; submit to ARA-901 Working Group for final approval.
2. (Suzanne Fisher, Sara Silver) Meet to discuss the business rules for 901s as well as additional requirements for other DHHS Operational Divisions who will be using the Electronic Ara-901 system.
3. (Sara Silver) Announce next ARA-901 Working Group meeting via email.

### Corrections to Minutes from Past Meetings

The bulk of the meeting was spent discussing corrections to the minutes from the last four ARA-901 Working group meetings: December 9, December 16, January 6, and February 10. Suggested corrections have been made directly to the text of the minutes for each meeting.

### Terminology for 901s

Suzanne suggested that we should replace the term “901” with “request for change of assignment.” “901” is the name of the form, while “request for change of assignment” describes the actual process. It was decided to make this substitution for the system and system documentation. The minutes will continue referring to “901”.

### Approval Chain for Grant Number Mechanism Changes

Chris Melchoir confirmed that IRG Chiefs need to be in the approval loop for any IRG, SRG, SEP, or mechanism change affecting a review within their IRG.

### Future Meetings

The ARA-901 Working group will meet only one more time. For this meeting, Sara will ask any final questions about ARAs and 901s and clear up any confusion regarding the minutes. She said that she will spend the next few weeks reviewing the minutes and gathering her questions together. She plans to assemble a comprehensive document that compiles all of the requirements for the Electronic ARA-901 system and will distribute it to the group for final review.

The next meeting will also need to address batch 901s, other 901 issues, and 901s that are submitted externally by the Principal Investigator (PI). Sara said that she will announce the date

of the next meeting via email. Group members who have additional agenda items that they would like to discuss at the next meeting should email those items to Sara.

Finally, Sara said that she still needs to meet with Suzanne to discuss the business rules for 901s and ways to accommodate the Electronic ARA-901 system to the other Operational Divisions in the Department of Health and Human Services.

**Action: (Sara Silver) Review corrected minutes from the ARA-901 Working Group minutes and assemble a comprehensive document that complies all of the requirements for the Electronic ARA-901 system; submit to ARA-901 Working Group for final approval.**

**Action: (Suzanne Fisher, Sara Silver) Meet to discuss the business rules for 901s as well as additional requirements for other DHHS Operational Divisions who will be using the Electronic ARA-901 system.**

**Action: (Sara Silver) Announce next ARA-901 Working Group meeting via email.**

## **Attendees**

Fisher, Suzanne (CSR)

Hagan, Ann (by phone) (NIGMS)

Kelty, Miriam (NIA)

Lieberman, Ellen (NEI)

Melchior, Christine (CSR)

Roberts, Luci (CSR)

Silver, Sara (Z-Tech)

Stesney, JoAnn (NIAID)

