Workgroup on Extramural Training Systems (WETS)

Date: April 8, 2004
Time: 10:00 a.m.–Noon
Location: Rockledge 1, Room 3502
Advocates: Barbara Huffman, Rick Ikeda, (Dr. Walter Schaffer)

Next Meeting: May 13, 2004, 10 a.m.–Noon, TBA

Action Items

1. (David Turner) Find out what should be completed by 4/26/2004.

2. (All involved in trainee appointments and termination notices) Review the SOPs, and send comments to the steering committees.

3. (Walter Goldschmidts, Marcia Hahn) Meet with Pat Kojack with specific questions about uploading PDF files for proof of permanent residency and Payback Agreement forms for postdocs in lieu of mailing the hard copies with original signatures.

4. (Walter Goldschmidts, Marcia Hahn) Research the original NIH guidelines to see if a requirement for notarized documents on permanent residency is part of NIH regulations.

5. (Walter Goldschmidts) Investigate if T35s prior to 6/10/93 can be swept.

General Announcements

David Marcus introduced David Turner as the new Requirements Analyst for the project. David Marcus was assigned to another project.

X-Train

Linda Katzper reported that the Commons Expansion contract has not been awarded. She distributed a chart illustrating how the expansion task order would link with the trainee-related tasks.

- Iteration 2 of the Commons Enhancement task order will link to iteration 1 of X-Train. This will allow the grantee to access the X-Train module.

- Iteration 3 on the Commons Enhancement task order will link to iteration 2 of X-Train. Design and development of the additional functionality to terminal trainees from the trainee summary is scheduled to take place.

- Iteration 4 of the Commons Enhancement task order will link to iteration 3 of X-Train. Continued efforts will be made to integrate the trainee accounts functionality into X-Train.

Barbara Huffman asked David Turner about the percentage of time he will be devoting to the project. He responded that he believed that the majority of his time will be devoted to the project.

Walter Goldschmidts asked for an estimated time to complete the task orders that have already been assigned.

David Turner reported that the first iteration has a deadline of 4/26/2004. Walter asked how much was expected to be completed by the 4/26 deadline and which Use Case he was to work on. David was not clear but reported that he will be meeting with his colleagues next week to get a better understanding on what was expected on the 4/26 deadline.

Action: **(David Turner) Find out what should be completed by 4/26/2004.**

He also stated that Use Cases were going to be reviewed in the following areas:

- Creating a trainee appointment

- Amending a trainee appointment

- Reappointing a trainee

It has not been decided if the iterations will merit a release. David Marcus used Steve Fitzgerald's use cases, but expanded upon them to work on a new prototype of X-Train. Barbara emailed Steve Fitzgerald's X-Train T32 Statement of Appointment demo to the group. It was noted that the old system only had the trainee appointment form. Steve did not build the Termination Notification into the system.

Marcia Hahn suggested that current and future requirements should be put in the use cases now and use place holders on the future requirements to be implemented at a later time.

- Example: PDF upload functionality for documentation of permanent residency and PDF upload functionality for post-doc Payback Agreements.

Standard Operations Procedure (SOP)

The Standard Operations Procedure (SOP) is still on the table for change. It was reported that until the MEO is up and running; comments can still be addressed. Marcia Hahn sent extensive comments to Mike Loewe concerning TA and Payback.

Action: **(All involved in trainee appointments and termination notices) Review the SOPs, and send comments to the steering committee.**

Electronic Signatures

Walter Goldschmidts met with Marcia Hahn to get a better understanding of the policy issues on electronic signatures for post-doc Payback Agreements. Integrity of the document when it is uploaded is the concern because the document cannot be guaranteed since it would be coming from outside NIH.

If an upload is not possible, then another electronic solution would be that a Commons ID would be required for a post doc so that a Payback Agreement can be done online and the post doc would sign an "I agree" statement to guarantee the individual's identity. This scenario will have to go to legal council to see if that functionality, if built into the system, would hold up in a court of law. Walter and Marcia will meet with Pat Kojack with specific questions about PDF upload for documentation of permanent residency and post-doc Payback Agreement forms.

Action: **(Walter Goldschmidts, Marcia Hahn) Meet with Pat Kojack with specific questions about uploading PDF files for proof of permanent residency and Payback Agreement forms for post docs in lieu of mailing the hard copies with original signatures.**

There was discussion about notary requirements. Currently, for proof of permanent residency, a hard copy signed by the trainee and from a notary is required. Marcia reported that she wasn't sure if a notarized requirement was in the NIH regulations. She said that she and Walter will research the NIH guidelines to see if a requirement for notarized documents is part of the regulations.

Action: **(Walter Goldschmidts, Marcia Hahn) Research the original NIH guidelines to see if a requirement for notarized documents on permanent residency is part of the NIH regulations.**

Open Discussion

A grant specialist reported that she was asked to clean up the files of records that needed to have a term notice entered and to delete the T35s because there is no payback obligation. In accomplishing this task, she realized that the problem was not with her institute. She found more than 60 duplicates on file. A sample of what was causing the problem:

- Cancer has a trainee record entered correctly and GM has an old appointment record that was never terminated, and therefore it shows up as an open record (not terminated) on (initial IC's) file.

The concern was that if one institute entered a term notice to close out their record, that institute should not have to clean up another institute's records. Marcia Hahn reported that ever since short-term training slots were authorized under T32s, the rules have changed and termination was required for short-term trainees if they owed a payback obligation. Pre docs on T35s can be terminated by preparing a dummy term notice. Post docs, appointment time on T35s count as part of their accrued service. Marcia suggested that once the date is determined when T32s were authorized to include short-term trainees, a sweep would be done to delete all T35s that were dated prior to that time.

Action: **(Walter Goldschmidts) Investigate if T35s prior to 6/10/93 can be swept.**

Attendees

Dean Maxwell, Tammy (OD)	Huffman, Barbara (NIAID)	Sprick, Carin (DEIS)
Dingle, Linda (NEI)	Katzper, Linda (OER)	Stecklein, Linda (OD)
Freese, Michelle (OD)	Knipple, Joy (NIMH)	Stone, Sara (NIDCD)
Goldschmidts, Walter (OD)	Marcus, David (IBM)	Turner, David (OD)
Hahn, Marcia (OPERA)	Sirkis, Elaine (NCI)	Vann, Cecelia (OD)